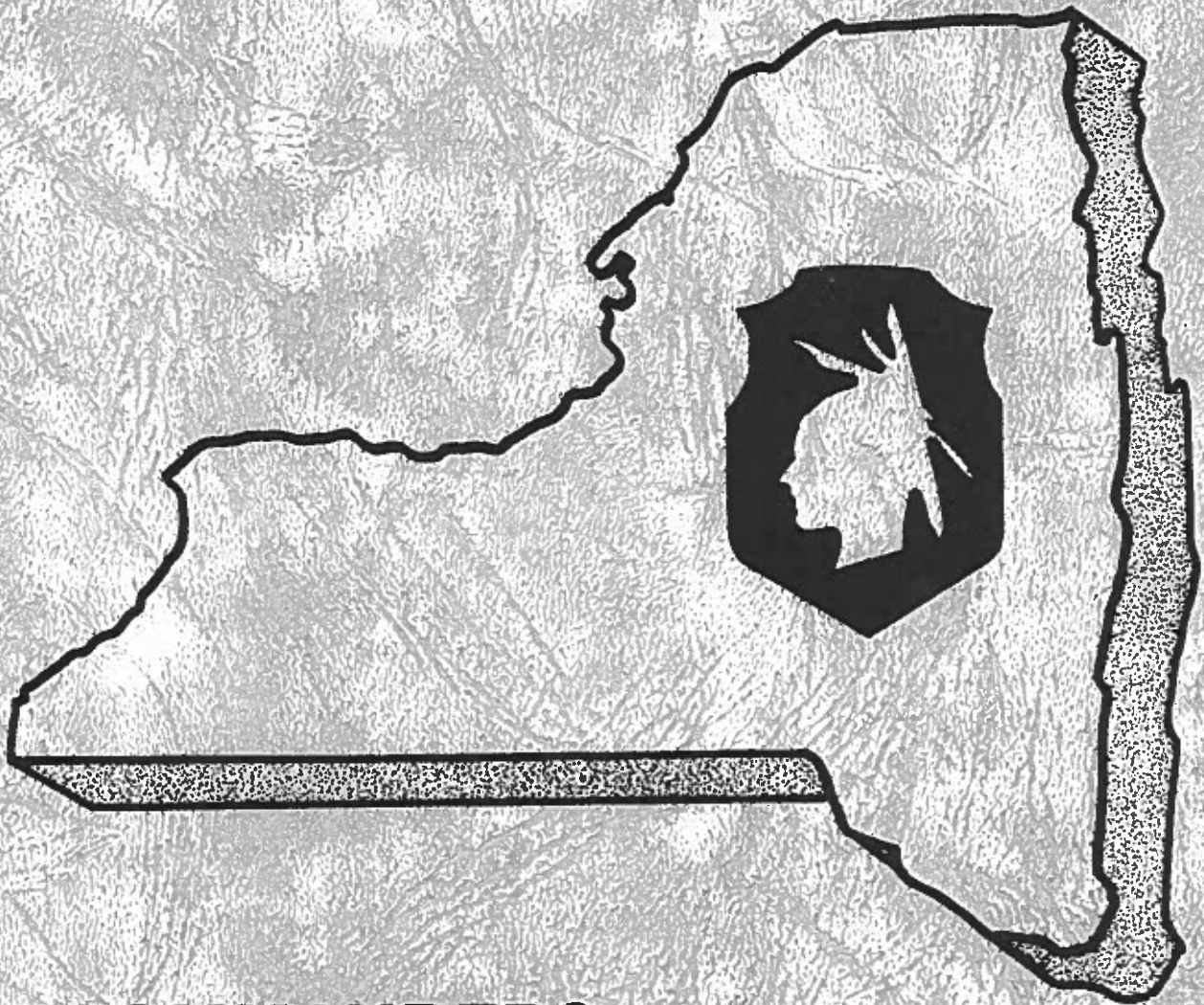


# **98<sup>th</sup> Division (Training)**



**COMMANDERS**

**CONFERENCE**

**NOVEMBER**

**1982**



Nothing would be done at all if a man waited until he could do it so well that no one could find fault with it...

FORWARD -----

This year's Fall Commander's Conference comes at a time when our role and responsibilities as leaders of American soldiers become increasingly important. We must recognize that our present defense strategy is dependent upon rapid mobilization of Reserve forces, capable of early deployment anytime, anywhere. Readiness is critical. Herein lies our primary objective as Commanders, that of providing our troops with positive leadership, sound resource management, and aggressive, innovative training to improve our readiness posture.

The goal of the Army is a disciplined, well-trained and physically fit force equal to the challenges of the 1980s. This critical decade calls for full preparation in peacetime toward a real and visible military readiness if we hope to preserve this nation and its values. Readiness is critically important to deterrence and to our war fighting capability.

Today the 98th Division stands high in strength, training, organization and readiness. We enjoy an enviable reputation. Good as the Division is, we have a lot of work to do, simply because that is the nature of the Reserve. The demands of family, job, civilian interests and constantly changing doctrine and technology make attainment and maintenance of individual and unit readiness a difficult, demanding and continuing challenge.

The information and guidance provided you this weekend is designed to follow up on the Unit Status Report Briefings in September and the Army Readiness & Mobilization Region I Conference last weekend to bring you up-to-date on the status of the Division and your units, where we are now, where we are going, and how we get there. Training Year 1983 will be filled with challenges and opportunities. We must maximize our resources with particular emphasis on mutual cooperation and the placing of increased responsibilities on our Junior Officers and our Non-Commissioned Officers. The Battalion Training Management System (BTMS) and the Non-Commissioned Officer Development Program, (NCODP), which includes "Sergeants" Business, provide the mechanism and philosophy we need. They are paramount to readiness improvement from the Commander to the Squad Leader.

Our ultimate goal is Mobilization Readiness. By sharing our ideas through continuous dialogue and cooperation, by establishing and aggressively pursuing attainable goals, and by maintaining and reinforcing our commitment to excellence, we will achieve the readiness we seek.

  
NORBERT J. RAPPL  
Major General-USAR  
Commander

How do things get to be late?  
One day at a time.....



ROSTER OF ATTENDEES  
98TH DIVISION (TRAINING) COMMANDERS CONFERENCE

MG Norbert J. Rappl  
MG Charles J. Fiala  
BG Dean L. Linscott  
COL Barclay O. Wellman  
COL Edward W. Newell  
COL Ralph P. Kennedy  
COL Edward M. Jansen  
COL Dominick F. Passalacqua  
COL Ross G. Pickus  
LTC Richard J. Fallon  
MAJ Wayne R. Smith  
CPT Henry C. Buffington  
SFC Barry J. Finley  
SGM James R. Stephens  
SGM George Doriski

G1

LTC Joseph V. Carr  
MAJ Mark A. Fursman  
CPT Steven Stillwell  
SGM Richard J. Wallenhorst  
Mr. Theodore R. Robinson MPO

G2

LTC Robert G. Stephens  
SGM Richard J. Anten

G3

LTC Michael R. Wilton  
MAJ Dennis E. DeMeyer  
MAJ Verdon L. Norsen  
MAJ Andrew C. Brochu  
MAJ Peter J. Bills  
CPT Chester Frederick  
CPT William P. FitzGerald  
MSG Patrick McCarthy  
SFC Richard Eccles  
Mr. David J. Wooding - STA  
Mr. Timothy D. Streb - STS

G4

LTC Spencer I. Radnich  
LTC James R. Maloney  
SGM Terence Footer

AG

LTC Thomas W. Sabo  
MAJ Arthur M. Equinozzi  
CW2 Samuel C. Falzone  
SGM Nicholas J. Grzymkowski

CG  
CG, Fort Leonard Wood  
DC  
ADC  
DC, ARMR I  
Chief, RG Seneca  
SRAAR  
CS  
RCPAC  
DCS  
SGS  
Aide De Camp  
Enlisted Aide  
CSM  
Sr NCO Advisor

OR

CPT Peter A. Carozza  
1LT Robert Erwin

PAO

1LT Marrion E. Newsam  
Mr. Philip Blocher

RM

MAJ Ruth T. Stewart

SJA

LTC Joseph M. Frantz

Chap

LTC John L. O'Connor

FE

LTC Frank T. Panczyszyn

MISO

MAJ Stanley E. Chorazy

IG

LTC Peter A. Gannon

Aviation

MAJ James W. Tinney

## ATTENDEES

### Headquarters Command

Acting Commander - MAJ Laurence W. Feasel  
CSM - CSM Eugene R. Porter  
SAA - Mr. Victor Gomez

### Headquarters and Headquarters Command

Commander - MAJ Bruce R. Barton  
ISG - ISG David R. Kesel

### Training Command

Commander - COL Lee P. Cornaire  
XO - LTC Paul Liess  
S1 - MAJ Ernest C. Grosser  
S3 - MAJ Philip B. Wirsing  
S4 - CPT Anthony D. Kalish  
CSM - SGM Sherman P. Safford  
SAA - Mr. Robert W. Hebbs

Ldr Acad Commander - LTC Franklin Russell  
Ldr Acad CSM - CSM Douglas C. Kazacos

### 1151st USAR School

CMDT - COL Anthony J. Smaczniak  
CSM - SGM Henry W. Curtis  
SR AST - Mr. Myron Falsone

### 1157th USAR School

CMDT - COL John A. Dean  
CSM - CSM Richard Peabody  
SR AST - Mr. Donald Witkowski

### 1159th USAR School

CMDT - COL Mario J. Perrillo  
CSM - CSM Benedict E. Camelio  
SR AST - SFC William McCabe

## ATTENDEES

### First Brigade

CDR - COL F. Garth MacFarland  
BDC (Vice XO) - LTC Edward C. Sitts  
S1 - CPT Gordon F. Lewis  
S3 - MAJ James P. White  
S4 - MAJ James A. Young  
CSM - CSM Howard C. Allen II  
SAA - Mr. Wilbur Dunlap  
CDR 1/389 - LTC Harold B. McGee, Jr.  
CDR 2/389 - MAJ Robert G. Wicks  
CDR 3/389 - LTC Henry I. Douglas

### Second Brigade

CDR - COL George F. Crowe  
XO - LTC David L. Maul  
BDC - LTC Donald G. Armstrong  
S1 - MAJ Bohdan Bejger  
S3 - MAJ Daniel E. Siepierski  
S4 - MAJ Mark G. Spelman  
CSM - SGM Raymond A. Olson  
SAA - Mr. William W. Self  
CDR 1/390 - MAJ Ronald C. Mis  
CDR 2/390 - LTC Kenneth J. Braunbach  
CDR 3/390 - MAJ Herbert Merrill II  
CDR 1/391 - LTC Salvatore W. Albino  
CDR 2/381 - MAJ Robert J. Curran

### Third Brigade

CDR - COL Robert E. Gale  
XO - LTC Alan C. West  
S1 - MAJ Langdon G. Wright  
S3 - MAJ Donald M. Marshall, Jr.  
S4 - MAJ Robert E. Matthews II  
CSM - SGM Raymond D. Conklin  
SAA - Mr. Walter Goodrich  
CDR 1/392 - MAJ Charles Moynihan  
CDR 2/392 - LTC Paul Langan  
CDR 3/392 - MAJ William Hammett  
Acting CDR (XO) 3/391 - MAJ James Moravec

## ATTENDEES

### Fourth Brigade

Acting CDR - LTC John J. Merlino (XO)

S1 - MAJ Dennis M. Keefe

S3 - CPT Daniel Penfold III

S4 - CPT Robert P. Breen

CSM - SGM James W. Wheeler

SAA - Mr. Hollowith Blue

CDR 1/98 - LTC Anthony J. LaFornara

CDR 2/98 - LTC Floyd H. Buch, Jr.

CDR 3/98 - MAJ Anthony F. Caruana

### 359th Signal Group

CDR - COL Anthony J. Maceri

XO - LTC William Spellicy

S1 - MAJ Calvin Edmiston

S3 - MAJ Donald Lawless

S4 - MAJ Alfred Petty

CSM - CSM Frank Trubio

SAA - Mr. Ralph Bater

CDR 98th Sig Bn - MAJ David H. Marshall

CDR 300th Ord Bn - LTC Charles W. Reeder

CDR 332d Ord Bn - LTC William K. Olin

CDR 401st CA Co - LTC James Bristol

CDR 402d CA Co - LTC John R. Giglio

CDR 403d CA Co - MAJ Gerald Porcelli

CDR 414th CA Co - LTC George T. Hiltebrant

CDR 409th PS Co - LTC Anthony J. Shumski

### 1209th US Army Garrison

CDR - COL Billie T. Bowers

XO - LTC Bradley Corbitt

DPCA - MAJ James T. Scarnati

DPTS - LTC Anthony R. Pellegrino

DIO - MAJ Thomas A. Swardell

CSM - CSM Michael A. O'Hanlon

SAA - Mr. R. T. Vitullo

SSAA (Vice CDR) 464th Engr Bn - Mr. Richard M. Scalzo

CDR 479th Engr Bn - LTC John C. Sassaman

XO 413th S&S Bn - MAJ Harry C. Wanko

CDR 770th Engr Co - CPT Paul C. Forsay



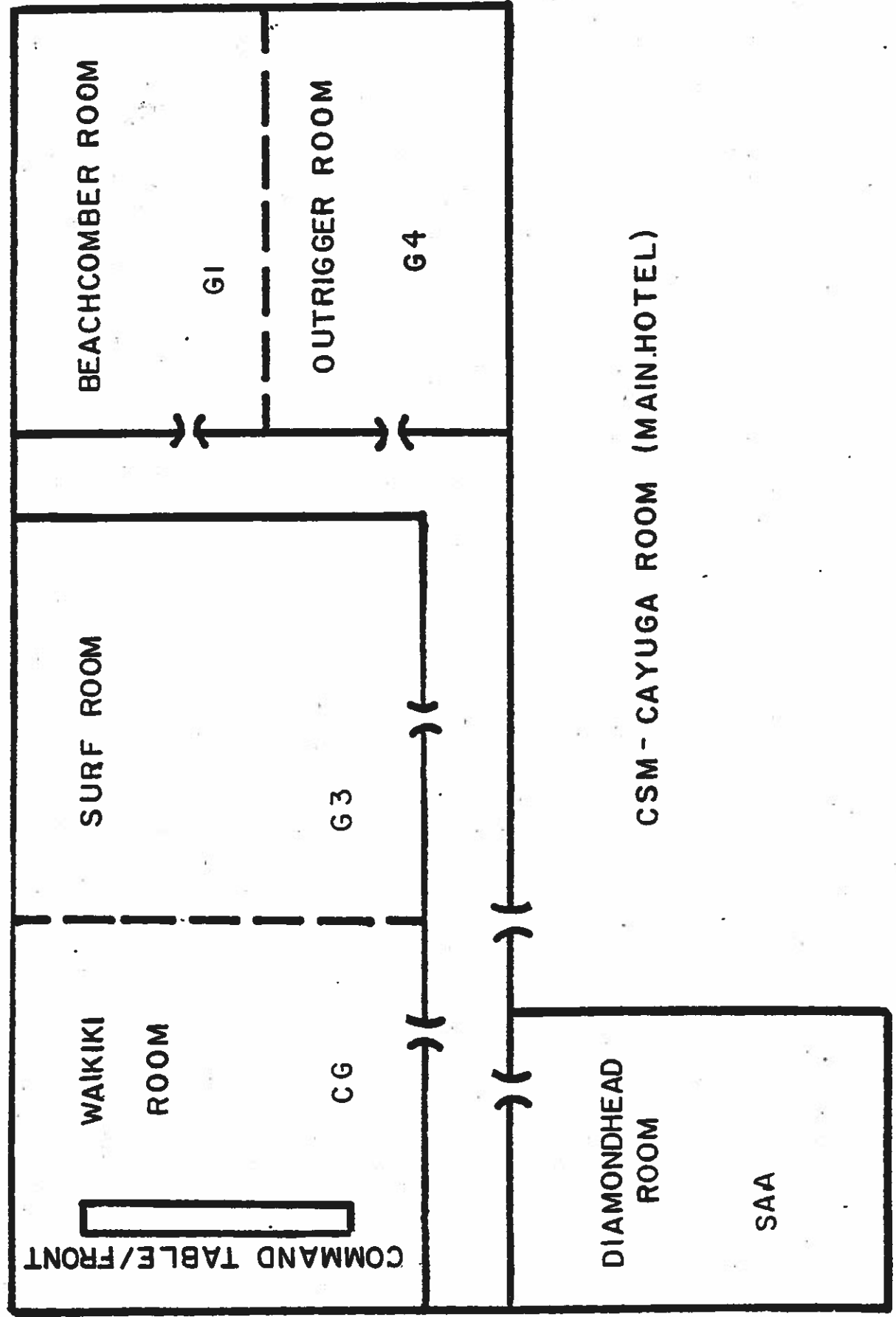
## AGENDA

Saturday, 13 November 1982

0730 - 0920	Registration
0920 - 0930	Welcome Remarks by C/S
0930 - 0945	DC
0945 - 1000	G-1
1000 - 1015	G-3
1015 - 1030	G-4
1030 - 1045	SJA
1045 - 1100	OR
1100 - 1115	Break
1115 - 1130	COL Jansen
1130 - 1145	RCPAC
1145 - 1200	CSM
1200 - 1215	ADC
1215 - 1240	CG
1240 - 1245	C/S Remarks
1245 - 1400	Lunch
1400 - 1600	1) CSM 2) SAA 3) G-1/S-1 4) G-3/S-3 5) G-4/S-4 6) CG and all Commanders
1600 - 1630	Wrap-up remarks by DC and CG Final Instruction by C/S
1630 - 1700	06 Commanders' time
1900 - 2000	Cocktails
2000 - ....	Dinner Dance

COMMANDERS CONFERENCE

SATURDAY 13 NOVEMBER 1982 SECTION SESSIONS 1400-1600 HRS.



## AGENDA

Sunday, 14 November 1982

0800 - 0900	Church Call
0900 - 0915	General Session - Remarks by C/S
0915 - 1215	Round Robin
1215 - 1330	Lunch
1330 - 1500	Round Robin
1500 - 1530	Closing Remarks by C/S

NOTES: Round Robin has eight stations,  
28 minutes each and 2 minutes to  
rotate; staff rotates, see attached  
Round Robin schedule and schematic.

CSM's will meet in Cayuga Room, Main Motel.



# 98TH DIVISION (TRAINING) COMMANDER'S CONFERENCE

Sunday, 14 November 1982

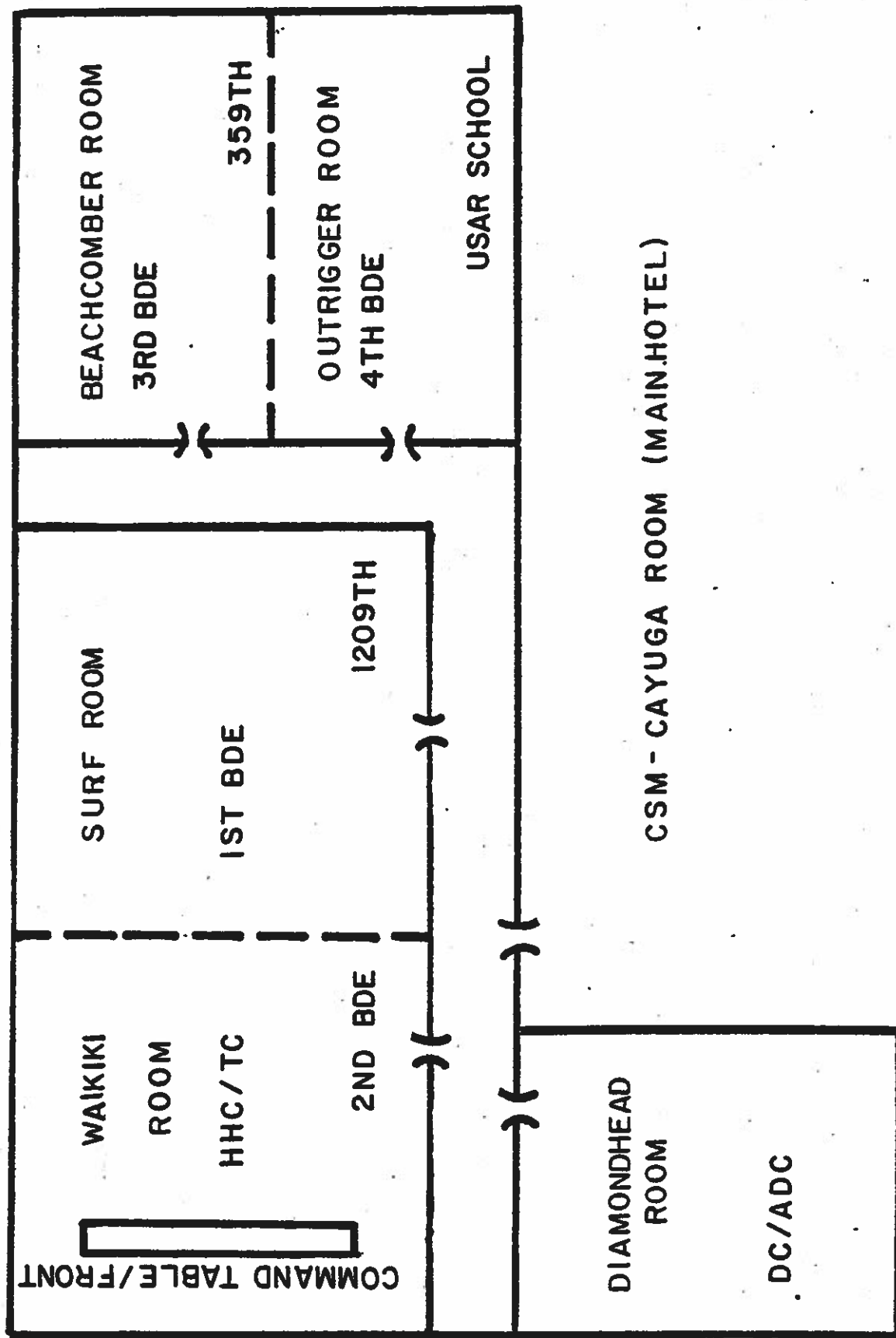
STATIONS TIME	1st Bde	2d Bde	3d Bde	4th Bde	TC/HHC	359th	1209th	1151st 1157th 1159th
0915 - 0943	DC/ADC	G-1/AG	G-2/OR	G-3	G-4	RM/FE	IG	06 Cmdrs.
0945 - 1013	G-1/AG	G-2/OR	G-3	G-4	RM/FE	IG	06 Cmdrs	DC/ADC
1015 - 1043	FE G-2/OR	G-3	G-4	RM/FE	IG	06 Cmdrs	DC/ADC	G-1/AG
1045 - 1143	G-3	G-4	RM/FE	IG	06 Cmdrs	DC/ADC	G-1/AG	G-2/OR
1145 - 1215	G-4	RM/FE	IG	06 Cmdrs	DC/ADC	G-1/AG	G-2/OR	G-3
1215 - 1330	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
1330 - 1358	RM/FE G-2	IG	06 Cmdrs	DC/ADC	G-1/AG	G-2/OR	G-3	G-4
1400 - 1430	IG	06 Cmdrs	DC/ADC	G-1/AG	G-2/OR	G-3	G-4	RM/FE
1430 - 1500	06 Cmdrs Time	DC/ADC	G-1/AG	G-2/OR	G-3	G-4	RM/FE	IG
1500 - 1530	Remarks	Remarks	Remarks	Remarks	Remarks	Remarks	Remarks	Remarks

NOTE: The G-Staff and Special Staff will rotate to the M.S.C.  
However, the M.S.C. Personnel will go to the DC/ADC Station.

COMMANDERS CONFERENCE

SUNDAY 14 NOV 1982

ROUND ROBIN AM AND PM



## FACT SHEET LISTING

<u>Section</u>	<u>Page(s)</u>
G-1	A-1 thru A-36
G-2/OR	B-1 thru B-14
G-3	C-1 thru C-39
G-4	D-1 thru D-14
Inspector General	E-1
Staff Judge Advocate	F-1
Resource Management/Facilities Engineer	G-1 thru G-12





**FACT SHEETS**  
**G-1/AG**



# FACT SHEET

AFKA-GCD-GA

Action Officer: Maj Crowley  
Telephone: 338-7400 ext 219  
19 October 1982

SUBJECT: OVERVIEW OF THE 98th DIVISION EQUAL OPPORTUNITY PROGRAM

I. MISSION: To carry out the Equal Opportunity and Affirmative Action program established by the Department of the Army and the 98th Division.

## II. METHOD OF OPERATION:

1. We receive EO guidance and material from the Department of the Army and FUSA. In addition, the Equal Opportunity representative from FUSA visits our office at least once a year to inspect and revise our program and make suggestions for improvement.
2. We publish the Affirmative Action Plan (AAP) for the Division and model it after the FUSA AAP. Each Major Subordinate Command is required to establish its own AAP tailored for its own particular composition, mission, etc.
3. During the last three years ten Division members have attended the Defense Equal Opportunity Management Institute (DEOMI). New personnel recently assigned to full time EO slots in the Division will be urged to attend this school during the 1982-83 fiscal year.
4. Division EO personnel are available throughout the year for assistance and advice in HR/EO matters.

## DIVISION RACIAL/MINORITY STATISTICS

Major Subordinate Command	Cauc		FEMALE Black		Other		Cauc		MALE Black		Other		Total in Command
	#	%	#	%	#	%	#	%	#	%	#	%	
Training Command	15	6.4	8	3.4	0	0	165	70.8	40	17.1	5	2.2	233
HQ Command HHC	17	6.9	13	5.3	0	0	173	70.3	41	16.7	2	.8	246
HHC	28	10.5	14	5.3	1	.4	191	77.5	28	10.5	5	1.8	267
1st BDE	56	8.8	2	.3	0	0	550	81.0	16	2.5	8	1.3	632
2nd BDE	53	7.1	20	2.7	2	.3	600	80.1	65	8.7	9	1.2	749
3rd BDE	69	9.8	5	.7	2	.3	607	86.5	11	1.5	8	1.1	702
4th BDE	41	7.9	23	4.4	2	.4	405	77.6	48	9.2	3	.6	522
1151st USAR	3	3.4	1	1.1	2	2.3	77	88.5	3	3.4	1	1.1	87
1157th USAR	3	3.8	2	2.5	0	0	72	90.0	3	3.8	0	0	80
1159th USAR	2	2.6	0	0	0	0	71	92.2	3	3.9	1	1.3	77
359th Sig Grp	129	8.7	52	3.5	6	.4	1137	76.4	136	9.1	29	1.9	1489
1209th USAG	144	6.9	30	1.4	3	.2	1769	86.0	92	4.4	42	2.0	2080

FACT SHEET

## FACT SHEET

AFKA-GCD-GA

ACTION OFFICER: CPT Cottier  
TELEPHONE: 716-338-7400, X215  
DATE: 15 Oct 1982

SUBJECT: The Officer Personnel Management System (OPMS)

PURPOSE: To provide a general description of and to relate the intentions of OPMS

### FACTS:

1. The Officer Career Management Program and OPMS are designed to provide an assignment oriented Officer Management Program to develop qualified officers to meet requirements for mobilization, to enhance officer professionalism and to provide officer job satisfaction.
2. It is the intention of OPMS to:
  - a. Maintain current information on Division officers and unit positions.
  - b. Determine the career assignment needs of officers and the next deserved assignment.
  - c. Forecast position vacancies to allow for timely replacement selection actions and program the next assignment for the incumbent officers.
  - d. Coordinate assignment opportunities.
  - e. Select the "BEST QUALIFIED" officer to fill the position vacancy.
3. An officer aspiring to a successful career must be aggressive in perfecting performance and in acquiring the necessary education and experience required in his/her specialties.
4. OCMP is an assignment oriented program and does not deal with promotion. Officer rotation and assignment is dependent upon Division requirement and then individual officer qualification, needs and preference.
5. A 98th Division (Tng) Regulation is currently in draft form which prescribes policies and procedures for implementing and maintaining the OCMP and OPMS within the Division. It is expected that this regulation, after staffing and approval, will be distributed to the field by 17 November 1982.

FACT SHEET

## FACT SHEET

AFKA-GCD-GA

ACTION OFFICER: CPT Cottier  
TELEPHONE: 716-338-7400,X215  
DATE: 19 Oct 1982

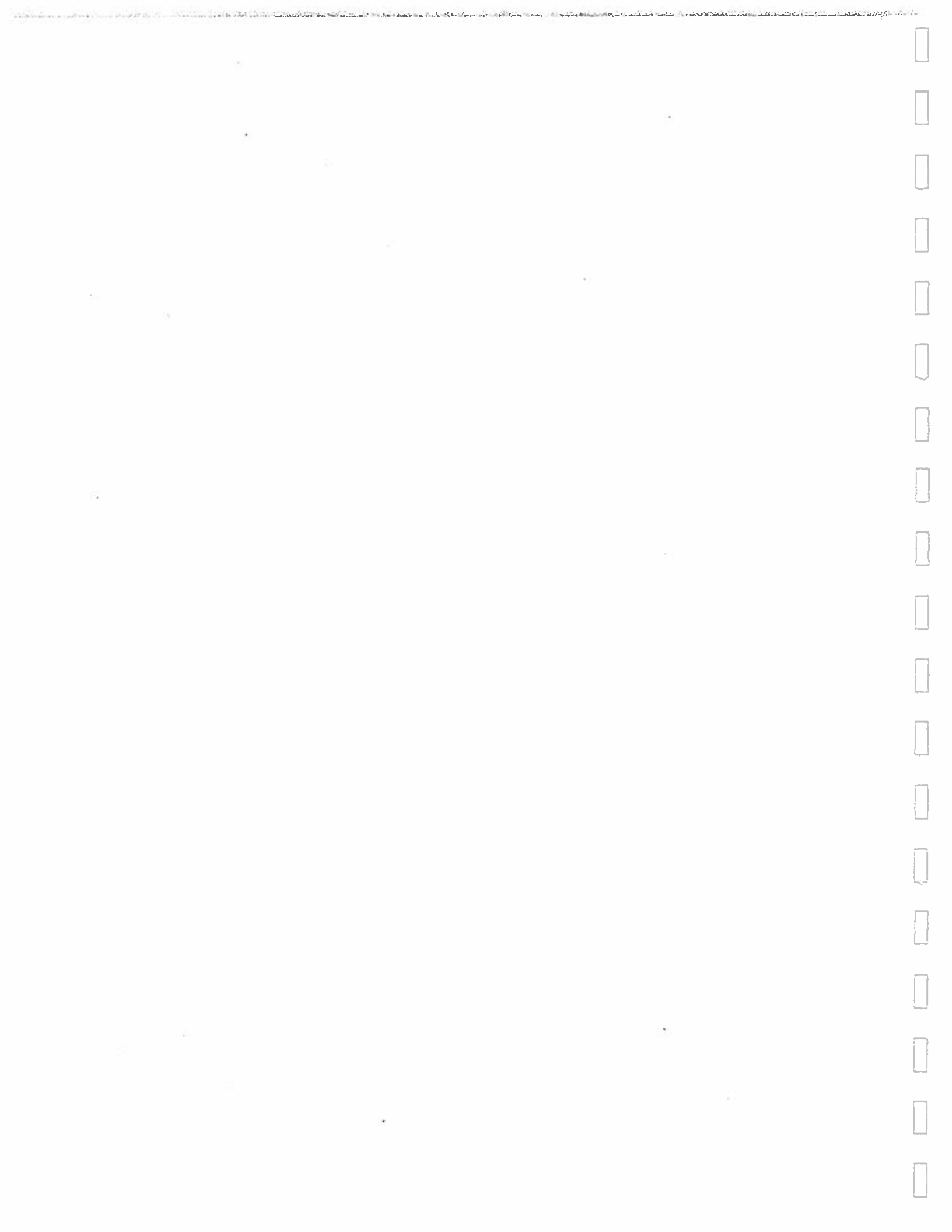
SUBJECT: Officer Personnel Management System (OPMS)

PURPOSE: To provide information regarding the 98th Division Officer Career Management Program (OCMP) and to relate the intentions of OCMP within the 98th Division

### FACTS:

1. At present, there exists no system that provides for the ACofS, G1 to track or control officer assignments/reassignments so that logical career progression is assured for 98th Division officer personnel.
2. A 98th Division regulation has been drafted to prescribe policies and procedures for implementation of the 98th Division OCMP. It is now being staffed.
3. The objectives of OCMP within the 98th Division are:
  - a. Develop a data base containing current information on division officers and unit positions.
  - b. Determine career assignment needs of officers and the next deserved assignment.
  - c. Forecast position vacancies to allow sufficient time for replacement selection actions, and program the next assignment for the incumbent.
  - d. Coordinate assignment opportunities with the command coordinator, OPMS USAR at RCPAC and appropriate personnel managers.
  - e. Select the BEST QUALIFIED officer.
4. The 98th Division OCMP will require all proposed officer assignments/reassignments to be submitted to the ACofS, G1 for concurrence or approval as appropriate, enabling the G1 to have current data on officer assignments, strength, vacancies and losses. With this data, current information can be provided to the Command Group as required.
5. This program will not take the decision making authority out of the hands of Battalion or Brigade Commanders but rather monitor that process and provide assistance and guidance as necessary.
6. Brigade and Battalion S1 personnel will be instructed in the processes necessary to implement and sustain this program and will then educate officers in their command of the parameters of OCMP.

FACT SHEET



## FACT SHEET

AFKA-GCD-GA

ACTION OFFICER: MAJ Cox  
PHONE: 338-7400, X215  
DATE: 19 October 1982

SUBJECT: Preparing Individual Replacements for Oversea Movement (POR)

PURPOSE: To enlighten commanders of the need to improve soldier personal readiness

### FACTS:

1. Recent POMEX exercises have identified the need to "get well" in this area.
2. Division circular 350-1 contains a directive for units to process for overseas replacement/movement every soldier within six months of his assignment (or completion of AIT) and sustain annually.
3. To direct POR qualification is not a panacea for total soldier readiness. However, to recognize the need exists for POR qualification, to prepare the soldier and his family for mobilization, and to do those things required in AR 612-2 to put the soldiers personal affairs in order is significant. A soldier who knows his personal affairs are in order will be an effective soldier, his mind uncluttered by worry.
4. DA Form 613 is a complete checklist for POR (TAB A). At TAB B is a POM packet for Fort Leonard Wood. POM packets may vary between installations. At TAB C is a draft POR checklist from a recent POMEX.
5. Upon mobilization, installation commanders are responsible for providing administrative and logistical support to organization commanders in preparing personnel for overseas movement. Organization commanders are responsible to insure compliance with AR 612-2 and the POR qualification of individuals in their units.
6. Discussion of this topic with unit adjutants is encouraged. Comments are solicited. Non-organic units should inquire through their CAPSTONE alignments requirements. All units need to be aware of their mobilization station requirements.

3 Incls

1. TAB A
2. TAB B
3. TAB C

FACT SHEET

27 April 1973

SECTION I - IDENTIFYING DATA							
1. NAME (Last, First, Middle Initial) AND SOCIAL SECURITY NO.				2. GRADE		3. ETS	
Jones, Harris P. 412-24-0000				SP E-4		18 Aug 74	
				4. DATE PREPARED		10 Jun 72	
				5. PRIMARY MOS		6. PHYSICAL PROFILE	
				31B20		111111 A	
				7. LAST RETURN FROM OVERSEAS (Date)		8. NAME OF OVERSEA COMMAND	
				20 Oct 70		USAREUR	
9. FROM (Leaving Organization)				10. COMMAND JURISDICTION			
HHC, 613th Engr Bn, Ft Carson CO 80913				CONARC			
11. PARAGRAPH AND S.O. NUMBER		12. PORT CALLED THROUGH					
51 44		McGuire AFB, NJ					
13. TOY AT (School or Organization)				14. TO (Overseas Gaining Organization)		15. WILL PROCEED (DPM)	
NA				21st Replacement Bn APO NY 09757		5 Jul 72	
16. NLT (Date)		17. REPORTING DATE		18. TRAVEL		19. RECORDS	
NA		25 Jul 72		<input type="checkbox"/> GROUP <input checked="" type="checkbox"/> INDIVIDUAL		<input type="checkbox"/> MAILED <input checked="" type="checkbox"/> HAND CARRIED	
20. LEAVE ADDRESS (Include ZIP Code)							
3417 Oak St, Denver, CO 80232							
SECTION II - FOR QUALIFICATION AND PROCESSING							
ITEM	FOR QUALIFICATION		A	B	ITEM	FOR PROCESSING (Continued)	
1	BASIC TRAINING				38	HELPFUL HINTS PAMPHLET	
2	MOS QUALIFICATIONS				39	POCKET GUIDE	
3	OVERSEA ORIENTATIONS				40	INSTRUCTIONS TO REPLACEMENTS	
4	MEDICAL QUALIFICATIONS				41	CLOTHING, EQUIPMENT AND BAGGAGE	
5	DENTAL QUALIFICATIONS				42	NOTICE - CHANGE OF ADDRESS	
6	REMAINING SERVICE QUALIFICATIONS				43	COMPLETE RSG DPR FR OS	
7	ADDITIONAL QUALIFICATIONS (AR 614-30)				44	ALLOTMENTS, CLASS 8 ETC.	
8	GERMAN ALIEN				45	TOUR ELECTION	
9	UNDER 18 YEARS OF AGE (If applicable)				46	TVL AND WTA (DD Form 1483 Detu)	
10	FULFILLMENT OF ENL OR REENL OPTIONS				47		
11	PERSONNEL ACTION PENDING				48		
12	HAS INDIVIDUAL BEEN A PRISONER OF WAR				49		
13	HAS INDIVIDUAL SERV PREVIOUSLY IN RVN				50	IDENTIFICATION TAGS	
14	IS INDIV A SOLE SURV SON - SIGNED WAIVER				51	IDENTIFICATION CARD	
15	FAMILY MEMBER DEFERMENT/EXEMPTION				52	MILITARY PERSONNEL RECORDS JACKET	
16	RECOMMENDED LIST FOR ENL PROMOTION				53	ENL/OFF QUALIFICATION RECORD	
17	COMPLETED 18 WEEKS MILITARY TRAINING (MAND FOR INDUC AND PERS AWARD COMBAT APMS MOS)				54	PROFICIENCY PAY 50	
18	OR				55	PERSONAL FINANCIAL RECORD	
19	HAS NOT COMPLETED 18 WEEKS MIL TNG BUT HAS EQUIV TNG AS FOLLOWS:				56	JUMPS - ARMY CONTROL AND TRANS OUT ST	
20	A. COMP BASIC/BASIC COMBAT TNG, AND				57	EMPLOYEES W/HOLDING EXEMP CERTI	
21	B. BEEN AWARDED AN MOS AND				58	PERSONAL CLOTHING RECORD	
22	C. COMP CIV TNG, EDUCATION OR EXPER IN THE SKILL IN WHICH AWARDED HIS PMOS (SEE PARA 3-28)				59	RECORD OF EMERGENCY DATA	
23					60	ARMED FORCES SEC QUESTIONNAIRE	
24					61	MILITARY LEAVE RECORD	
25					62	HEALTH RECORD JACKET	
26					63	IMMUNIZATION CERTIFICATE	
27					64	FINGERPRINT CARD - REVERSE DD FORM 350	
28					65	HEALTH RECORD DENTAL FOLDER	
29					66	26LI (VA Form 2P-5266)	
30					67		
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216					253		



27 April 1973

AR 612-2

ADDITIONAL ITEMS			
ITEM	A	B	ITEM
68			68
69			69
70			70
71			71
72			72
73			73
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78			78
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85			85
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87			87

**SECTION III - STATEMENT BY THE PERSONNEL OFFICER**

The above named individual has been processed for overseas movement in accordance with AR 612-2. The checkmarks entered in Column A signify that the individual possesses the qualifications and that required actions have been accomplished. The personnel records checked in Column A are present as required, and are accurate and current.

DATE	TYPED NAME AND GRADE OF OFFICER	SIGNATURE
20 Jun 72	JOE R. DOE, CPT, Inf	<i>Joe R. Doe</i>

**SECTION IV - HOSTILE FIRE AREA ASSIGNMENT**

I have received the required training and orientation specified in Chapter 3, AR 612-2, for assignment to a hostile fire zone.

DATE	TYPED NAME AND GRADE OF INDIVIDUAL	SIGNATURE
20 Jun 72	HARRIS P. JONES, SP E-4	<i>Harris P. Jones</i>

**SECTION V - NOTIFICATION OF DEFICIENCIES**

Figure 2-1—Continued.

TAB "A"

2-23



## POR SCREENING

NAME	Last	First	MI	GRADE
SSN	UNIT			

ADMINISTRATION CHECK	YES	NO	STATION
<u>DA FORM 2 and 2-1</u>			
1. Is name correct? _____			
2. Is SSN correct? _____			
3. Is grade and date of rank correct? _____			
4. Are primary, secondary and duty MOS Correct? _____			
5. Does SM have proper security clearance for MOS? _____			
6. Is date of birth correct? _____			
7. Is marital status correct? _____			
8. Is home of record correct? _____			
<u>DD FORM 93 RECORD OF EMERGENCY DATA</u>			
9. Is DD Form 93 complete and correct? _____			
<u>VA FORM 29-8286 SERVICEMENS GROUP LIFE INSURANCE</u>			
10. VA Form 29-8286 complete and correct? _____			
<u>DA FORM 42A IDENTIFICATION CARD</u>			
11. Is SM ID card in good condition and correct? _____			
<u>PERSONNEL RECORDS FOLDER (PFR) CHECK</u>	YES	NO	STATION
1. Does SM have 1 pair ID tags with correct information? _____			
2. Does SM have 3 change of address cards (DA 3955) completed? _____			
3. Has SM completed FD Form 356-Disposition of Personal Mail? _____			
4. Has SM completed DD Form 1299-Application for Shipment/Storage of Personal Property? _____			
5. Has SM completed DD Form 1701-Inventory of Household Goods? _____			
6. Has SM completed Dependents Assistance Checklist? _____			
<u>TRAINING CHECK</u>	YES	NO	STATION
1. Has SM qualified on weapon within last 12 months? _____			
2. Has SM received Battle Indoctrination? _____			
3. Has SM received Code of Conduct Briefing? _____			
4. Has SM received NBC Briefing? _____			

	YES	NO	STATION
<b><u>MEDICAL CHECK</u></b>			
1. Is SM free from mental illness, alcoholism or drug abuse? _____			
2. Does SM have current medical examination? _____			
3. If needed, does SM have hearing aids (2 pr)? _____			
4. If needed does SM have glasses (2 pr)? _____			
a. If so, does SM have DD Form 771-Eyewear prescription filled in? _____			
b. Does SM have protective mask inserts? _____			
5. If needed, does SM have medical alert tag? _____			
6. Does SM have current audiogram? _____			
7. Does SM have DA FORM 4036-R-Medical & Dental Form complete and signed? _____			
8. Does EM have Physical Profile Record (DA FORM 3349) if required? _____			
9. Does SM have all required immunizations? _____			
<u>required</u> <u>administered</u>			
A. Polio _____			
B. Small Pox _____			
C. Typhoid _____			
D. Tetanus/Diphtheria _____			
E. Plague _____			
F. Yellow Fever _____			
<b><u>LEGAL CHECK</u></b>			
1. Has EM received the Legal Briefing? _____			
2. If requested, has EM completed a work copy of a will? _____			
3. If requested, has EM completed a work copy of a Power of Attorney? _____			
<b><u>FINANICAL CHECK</u></b>			
1. Has SM received the Financial Briefing? _____			
2. Has SM elected to complete DA FORM 1341 (Allotment Authorization)? _____			
3. Has SM elected to complete DA FORM 3685(Pay Elections)? _____			
<b><u>DEPLOYABILITY CRITERIA CHECK</u></b>			
1. Does SM have more than 14 days to ETS? _____			
2. Has individual completed more than 12 weeks basic military training? _____			
3. Is SM other than sole surviving son/daughter? _____			
4. Is SM free from any pending court marial action? _____			
5. Is SM not AWOL, hospitalized or confined? _____			
6. Does SM have physical profile code of A or B? _____			
7. Is SM not pregnant? _____			
8. Is SM not suffering from any extreme family problem? _____			

**FACT SHEET**

**AFKA-GCD-GA**

**ACTION OFFICER: SFC Exton  
TELEPHONE: 716-338-7400, X214  
DATE: 19 October 1982**

**SUBJECT: Weight Control**

**PURPOSE: To provide information regarding the control and reporting procedure of the Weight Control Program established in 98th Division SOP**

**FACTS:**

1. MSC are not consolidating reports before forwarding to this headquarters.
  - a. 1AA Form 179R Quarterly Form
  - b. 1AA Form 180R Monthly Form
2. Forms are not being sent NLT the fifteenth day of the month following each reporting period.
3. No reports are being received from some MSC.
4. Some units are still reporting on a monthly basis, 1AA Form 180R, those individuals who are no longer 31 pounds over the weight standards.
5. Requests for height/weight waivers do not follow the outline established in the SOP. The latest request for waiver had a completely different 1AA Form 180R than the one that had been submitted to this headquarters on a monthly basis.

**FACT SHEET**

# STATUS REPORT

SUBJECT: WEIGHT CONTROL, QUARTERLY COMPARISON

JUNE 82 QTR / SEP 82 QTR

MSC	ASG STRG	1-10#	11-30#	31#+	TOTAL OVER	% ASG STRG
HQ Cmd	417 /	29 /	14 /	5 /	48 /	11.5 /
TNG Cmd	230 / 217	16 / 9	11 / 12	3 / 1	30 / 22	13 / 10
1st Bde	632 /	26 /	13 /	2 /	41 /	6 /
2nd Bde	771 /	34 /	19 /	4 /	57 /	7.3 /
3rd Bde	* /	/	/	/	/	/
4th Bde	491 / 479	36 / 24	20 / 14	5 / 3	61 / 41	12.4 / 8.5
359th	1,471 / 1,492	60 / 63	38 / 50	13 / 9	111 / 122	7.5 / 8.2
1209th (MAR 82)	(1,678) /	(78) /	(107) /	(24) /	(209) /	(12.4) /
1151th	82 / 83	8 / 7	4 / 4	0 / 0	12 / 11	14.6 / 13.3
1157th	74 / 73	3 / 2	4 / 4	0 / 0	7 / 6	9.4 / 8.2
1199th	* /	/	/	/	/	/

TOTALS

5,846 /

290 /

230 /

56 /

576 /

9.8 /

\* = NO REPORTS RECEIVED

## FACT SHEET

AFKA-GCD-GA

ACTION OFFICER: MAJ Cox  
TELEPHONE: 338-7400, X215  
DATE: 19 Oct 1982

SUBJECT: Unit Status Reporting - Personnel

PURPOSE: To apprise commanders of the need for accurate reporting and the need for personal involvement of the unit adjutant in preparing the quarterly Unit Status Report (USR).

### FACTS:

1. The unit adjutant should personally monitor those areas reported in the personnel portion of the USR. Basically, these areas are strength and availability.
2. Utilizing the Personnel Readiness Worksheet at TAB A, the personnel status of a unit can accurately be obtained for filling in the USR DA Form 2715 and 2715-1. It is recommended that units monitor monthly their status based on the worksheet.
3. The unit's personnel objective is to achieve their authorized level of organization (ALO) as designated from the MTOE. The yardstick for measuring this objective is required strength against availability as outlined in AR 220-1.
4. The base document driving the personnel portion is the DA Form 1379, maintained current on 1AA Form 143. By applying the availability criteria found in Appendix C, AR 220-1 within the framework provided in the personnel readiness worksheet, an accurate unit personnel readiness condition (REDCON) can be obtained.
5. A great loss of manhours results from faulty preparation of the personnel REDCON in the following areas:
  - Required and authorized strengths incorrect.
  - Mathematical errors in computing percentages.
  - The number of nonavailable personnel plus those available does not equal the number assigned.
  - Format error in the PSPER comment card. Data fields for numerical entries must be completely used to include 0 (i.e. 0049).

1 Incl  
TAB A - Personnel Readiness Worksheet

FACT SHEET

SUBJECT: Personnel Readiness Worksheet

1. Attached is the 98th Personnel Readiness Worksheet. The data required for the personnel portion of the USR can be accurately obtained by filling out this worksheet before filling in the DA Forms 2715 and 2715-1.

2. The following are mandatory entries on DA Form 2715-1:

a. PSPER entry:

- (1) DATE
- (2) REQ (OFF)/(WO)/(E5-E9)/(E1-E4) Fill in all Data field spaces
- (3) AUTH " " " " " " " " " "
- (4) ASGD " " " " " " " " " "
- (5) AVAL " " " " " " " " " "
- (6) FEM ASGD " " " " " " " "
- (7) PREG " " " " " " " "
- (8) FTM ASGD
- (9) Remarks when rating is below ALO
- (10) NONAVAL (LP)/(AWOL)/(ASNJ)/(HOSP)/(MP)/(LV:TDY)/(ASEP)/(PREG)/(TNG)/(ETS)/(OTHER).  
This entry consists of 11 numerical entries.

b. MSPER entry:

- (1) DATE
- (2) MOS SHRTG (MOS)/(AUTH)/(ASGD) up to a maximum of 10.

c. SGPER:

- (1) DATE
- (2) SGPER (E5-E9) in descending order: (grade)/(auth)/(asgd).  
(WO)/(auth)/(asgd).  
(OFF) in descending order: (grade)/(auth)/(asgd).

3. Points to remember:

a. Include the remark FTM ASGD in the PSPER entry, even if there are none assigned. If there are none assigned, indicate by Ø.



SUBJECT: Personnel Readiness Worksheet (Cont'd)

b. When determining non-available personnel by category on the worksheet, be careful not to count people twice. For instance, do not count an unsatisfactory participant in the "pending administrative separation" category and in the "other" category. Count unsatisfactory participants only in the "other" category.

c. Assigned strength includes personnel carried on a separate TDA providing full-time Reserve Component support who will mobilize with the unit.

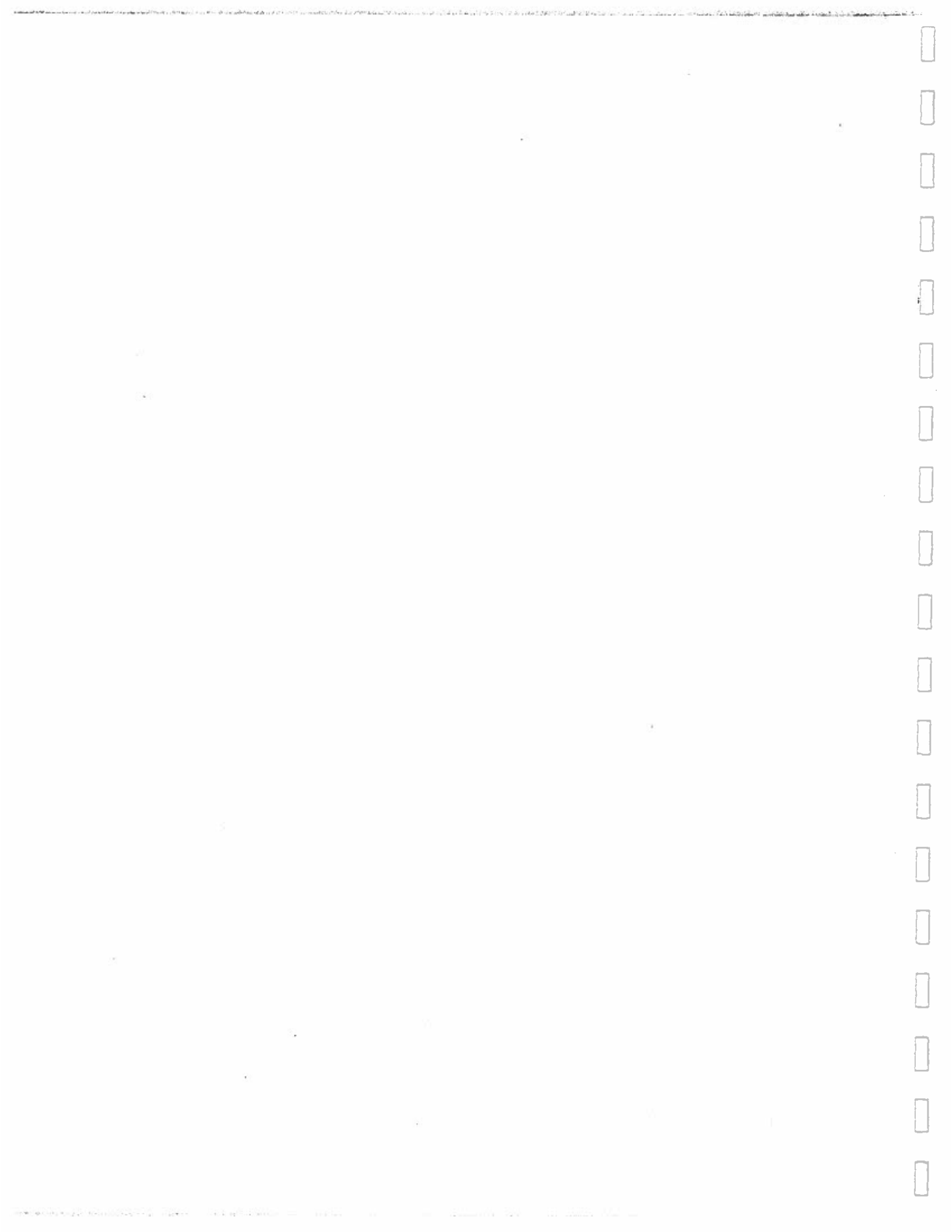
d. If the personnel rating is not 1, be sure to enter the code in Section B, blocks 23-25, DA Form 2715, which shows the main reason why not.

e. Be sure to forward 1AA Form 143, Unit Manning Chart, with the completed worksheet and DA Forms 2715 and 2715-1.

f. Available strength figures reported on USR should not reflect nonmobilization assets. USAR Commanders are required by AR 135-133 to continually screen their personnel to insure that all individuals who are not mobilization assets are immediately transferred to the control group or discharged.

g. ROTC/SMP members will not be reported on USR.

4. POC this headquarters for the personnel portion of the Unit Status Report is MAJ Cox, FTS 963-6465/6469, ext 215, or commercial 716-338-7400, ext 215.



# DISPOSITION FORM

For use of this form, see AR 340-15, the proponent agency is TAGCEN.

REFERENCE OR OFFICE SYMBOL

SUBJECT

AFKA-GCD-GA  
(Apr 82)

Personnel Readiness Worksheet

TO ACoFS, G-1  
ATTN: AFKA-GCD-GA

FROM

DATE

CMT 1

UNIT: \_\_\_\_\_ MTOE: \_\_\_\_\_ EDATE: \_\_\_\_\_

1. Overall Personnel Rating: C-

a. Available Strength Rating: C-

b. Available MOS Trained Rating: C-

c. Available Senior Grade Rating: C-

2. Available Strength Rating: C- Fill nonavailable worksheet before completing.

a. ASGD:  $\frac{\text{Officers}}{\text{Officers}} + \frac{\text{Warrants}}{\text{Warrants}} + \frac{\text{Enlisted}}{\text{Enlisted}} = \frac{\text{Total ASGD}}{\text{Total ASGD}}$

b.  $\frac{\text{Total ASGD}}{\text{Total ASGD}} \div \frac{\text{MTOE Required Str}}{\text{MTOE Required Str}} \times 100 = \boxed{\text{ASGD \%}}$

c.  $\frac{\text{Total ASGD}}{\text{Total ASGD}} - \frac{\text{Nonavailable Personnel}}{\text{Nonavailable Personnel}} = \frac{\text{Available Personnel}}{\text{Available Personnel}}$

d.  $\frac{\text{Available Personnel}}{\text{Available Personnel}} \div \frac{\text{MTOE Required Str}}{\text{MTOE Required Str}} \times 100 = \boxed{\text{Available Str \%}}$

e. Available Personnel Strength Rating:  $\geq 90\% = 1$ ;  $\geq 80\% = 2$ ;  $\geq 70\% = 3$ ;  
 $< 70\% = 4$

f. If applicable:  $\frac{\text{# Females ASGD}}{\text{# Females ASGD}} ; \frac{\text{# Pregnant}}{\text{# Pregnant}}$

g. Remarks (mandatory if available strength is more than 5% lower than assigned Strength: \_\_\_\_\_

AFKA-GCD-GA

SUBJECT: Personnel Readiness Worksheet

3. Available MOS Trained Rating: C-

a. Total MOS Trained:

$$\frac{\text{(Officers MOS Trained)}}{\text{(Total MOS Trained)}} + \frac{\text{(Warrants MOS Trained)}}{\text{(Total MOS Trained)}} + \frac{\text{(E5-E9 MOS Trained)}}{\text{(Total MOS Trained)}} = \frac{\text{(Total MOS Trained)}}{\text{(Total MOS Trained)}}$$

b. Total Nonavailable MOS Trained:

$$\frac{\text{(Officers MOS Trained/Nonaval)}}{\text{(Total Nonaval MOS Trained)}} + \frac{\text{(Warrants MOS Trained/Nonaval)}}{\text{(Total Nonaval MOS Trained)}} + \frac{\text{(E5-E9 MOS Trained/Nonaval)}}{\text{(Total Nonaval MOS Trained)}} = \frac{\text{(Total Nonaval MOS Trained)}}{\text{(Total Nonaval MOS Trained)}}$$

c. 
$$\frac{\text{(Total MOS Trained)}}{\text{(Total MOS Trained)}} - \frac{\text{(Total Nonaval MOS Trained)}}{\text{(Total MOS Trained)}} = \frac{\text{(Available MOS Trained)}}{\text{(Total MOS Trained)}}$$

d. 
$$\frac{\text{(Available MOS Trained)}}{\text{(MTOE Rqr Str)}} \times 100 = \frac{\text{(Available MOS Trained \%)}}{\text{(Available MOS Trained \%)}} = \boxed{\phantom{000000}}$$

e. Available MOS Trained Rating:  $\geq 85\% = 1$ ;  $\geq 75\% = 2$ ;  $\geq 65\% = 3$ ;  $< 65\% = 4$

f. Remarks (if applicable): \_\_\_\_\_

4. Available Senior Grade Rating: C-

a. ASGD: 
$$\frac{\text{(Officers)}}{\text{(Total Sr Gr)}} + \frac{\text{(Warrants)}}{\text{(Total Sr Gr)}} + \frac{\text{(E5-E9)}}{\text{(Total Sr Gr)}} = \frac{\text{(Total Sr Gr)}}{\text{(Total Sr Gr)}}$$

b. 
$$\frac{\text{(Total Sr Gr)}}{\text{(MTOE RQR Sr Gr)}} \times 100 = \frac{\text{(ASGD Sr Gr \%)}}{\text{(ASGD Sr Gr \%)}}$$

c. Nonavailable Sr Gr: 
$$\frac{\text{(Nonavailable Officers)}}{\text{(Nonavailable Sr Gr)}} + \frac{\text{(Nonavailable Warrants)}}{\text{(Nonavailable Sr Gr)}} + \frac{\text{(Nonavailable E5-E9)}}{\text{(Nonavailable Sr Gr)}} = \frac{\text{(Nonavailable Sr Gr)}}{\text{(Nonavailable Sr Gr)}}$$

d. 
$$\frac{\text{(ASGD Sr Gr)}}{\text{(Total Sr Gr)}} - \frac{\text{(Nonavailable Sr Gr)}}{\text{(Total Sr Gr)}} = \frac{\text{(Available Sr Gr)}}{\text{(Total Sr Gr)}}$$

AFKA-GCD-GA

SUBJECT: Personnel Readiness Worksheet

e.  $\frac{\text{(Available Sr Gr)}}{\text{(MTOE RQR Sr Gr)}} \times 100 = \boxed{\text{(Available Sr Gr \%)}}$

f. Available Sr Gr Rating:  $\geq 85\% = 1$ ;  $\geq 75\% = 2$ ;  $\geq 65\% = 3$ ;  $< 65\% = 4$

g. Remarks (if applicable): \_\_\_\_\_

5. Personnel Turnover: \_\_\_\_\_

a. Personnel Turnover:  $\frac{\text{(Personnel losses during preceding six months)}}{\text{(Available Sr Gr)}} \times 100 = \boxed{\text{(Personnel Turnover \%)}}$

b. Personnel Turnover Percentage:

$\frac{\text{(Pers Turnover)}}{\text{(ASGD Strenght)}} \times 100 = \boxed{\text{(Personnel Turnover \%)}}$

c. Remarks (if applicable): \_\_\_\_\_

6. Significant events/changes affecting future personnel readiness (e.g., Activation/Deactivation/Reorganization/Infusion, etc.): \_\_\_\_\_

7. The ten (10) most critical MOS's in order of criticality are:

<u>MOS</u>	<u>GR</u>	<u>AUTH</u>	<u>ASGD</u>	<u>%</u>

AFKA-GCD-GA  
SUBJECT: Personnel Readiness Worksheet

<u>MOS</u>	<u>GR</u>	<u>AUTH</u>	<u>ASGD</u>	<u>%</u>
------------	-----------	-------------	-------------	----------

8. Attach 1AA Form 143, Unit Manning Chart, as Inclosure 2. 1AA Form 143 is not classified.

9. Insure declassification instructions are on the cover letter.

2 Incl \_\_\_\_\_  
as /s/ \_\_\_\_\_  
(Unit Adjutant)

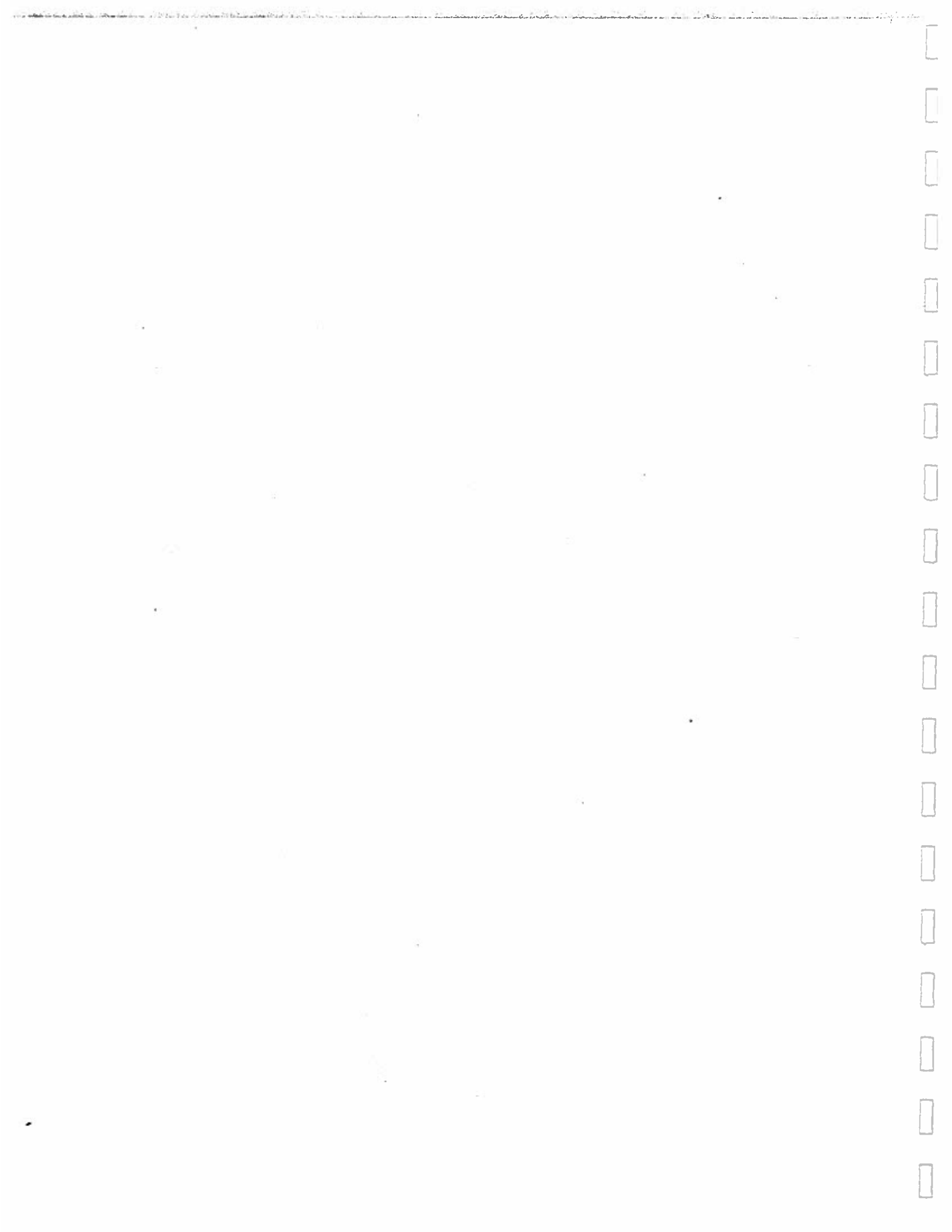
\*\*NOTE: > means greater than or equal to.  
< means less than.

## (PERSONNEL READINESS WORKSHEET)

NONAVAILABLE CRITERIA		OFF	WO	E5-E9	E1-E4	TOTAL
LEGAL PROCESSING						
AWOL						
ASSIGNED NOT JOINED/DPTD						
HOSPITAL						
MEDICAL PROFILE/DEFERMENT						
LEAVE & TDY						
PENDING ADMIN SEPARATION (UNSAT PART SEE "OTHER" BELOW)						
PREGNANT						
MIN REQ TNG INCOMPLETE						
WITHIN 14 DAYS OF ETS						
O T H E R	DECEASED-NOT DROPPED FROM ROLLS					
	MISSING/PW					
	SOLE SURVIVOR/CO					
	UNSAT PARTICIPANTS					
	CDR'S RESTRICTION*					
TOTAL OTHERS						
TOTAL						

PSPER ENTRY	LP	/AWOL	/ASNJ	/HOSP	/MP	/LV&TDY/ASEP	/PREG	/TNG	/ETS	/OTHER
NON AVAIL	/	/	/	/	/	/	/	/	/	/

\*REQUIRES REASON (USE BACK OF THIS PAGE)





(WHEN COMPLETED)

**REQUIREMENT CONTROL SYMBOL**  
**JCS 6-11.2-1-6**

## UNIT STATUS REPORT WORKSHEET -- SECTION C -- REMARKS

DATA COMMON TO ALL REMARKS

76	77	78	79	80
F	S			

70	71	72	73	74	75
W	8	W	L	F	F

9	10	11	12	13	14
W					

Report Type	Report number entered by HQ transmitting reports on punch cards.
1	1
2	2
3	3
4	4
5	5
6	6
7	7
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**PART I**

**PAGE 1**  
**REMARKS ASSOCIATED WITH THE OVERALL STATUS OF THE UNIT - READY**

REMARKS ASSOCIATED WITH THE OVERALL STATUS OF THE CASE.

NOTE: If "X" has been recorded in Block 21, Section B, a Remark Card addressed to "REASN" must be submitted.

CLASSIFIED BY AR 220-1 dtd 1 Jun 81

DECLASSIFY ON: 15 April 1988

<b>C</b>	<b>i</b>	<b>2</b>	<b>3</b>	<b>Classification</b>	<b>Transaction Code</b>	<b>Remark Label</b>	<b>Card Type</b>	<b>DATE</b>
					15 16	17 18 19 20 21 22 25		
					1	READY	R	04/08/2004
					2			
					3			
					4			
					5			
					6			
					7			
					8			
					9			

Card Sequence Number	Total Cards This Label
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
18	1
19	1
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99	1
100	1

## **PART II**

**ESGRAT - Equipment on Hand**  
**ERRAT - Equipment Readiness**

**THREAT - Training**  
**PMCUS - Prepositioned Unit Sets**

Classification	Transaction Code	Remark Label	Card Type					PSPER - Personnel Strength	MSPER - Personnel MOS	SSPER - Senior Grade Personnel	ESRAT - Equipment on Hand	TRRAT - Training
			1	2	3	4	5					
			C	6	7	8	R	A	1			
				15	16							
				1	4		P	S	P	E	R	
				2	4		0	4	8	2	R	E
				3	4		0	4	8	2	R	E
				4	4		0	4	8	2	R	E
				5	/		0	4	8	2	R	E
				6	/		0	4	8	2	R	E
				7	/		0	4	8	2	R	E
				8	/		0	4	8	2	R	E
				9	/		0	4	8	2	R	E

Card Sequence  
Number

**Incl 3**

2715-1

DA FORM JUN 81

CONFIDENTIAL (WHEN COMPLETED)

AT 11:56 AM 7/10/2015

**(WHEN COMPLETED)**

# CONFIDENTIAL (WHEN COMPLETED)

UNIT STATUS REPORT WORKSHEET		AS OF DATE 15 April 1982	REQUIREMENT CONTROL SYMBOL JCS 6-12.2-1-4																																																																										
THRU:		TO: Commander Hqs. 98th Division (Tng) 2035 North Goodman Street Rochester, NY 14609	FROM:																																																																										
SECTION A - CARD TYPE KA1, KA2, OR KA3																																																																													
<p>1. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>1</td><td>2</td><td>3</td></tr></table> Card sequence number (Entered by HQ preparing punch cards)</p> <p>2. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>4</td></tr><tr><td>C</td></tr></table> Classification (C,S,T)</p> <p>3. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>5</td></tr><tr><td>C</td></tr></table> Transaction Code (A,C,D)</p> <p>4. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 60px;"><tr><td>6</td><td>7</td><td>8</td></tr><tr><td>K</td><td>A</td><td>1</td></tr></table> Card Type</p> <p>5. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 100px;"><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> Unit Identification Code</p>		1	2	3	4	C	5	C	6	7	8	K	A	1	9	10	11	12	13	14							<p>8. EQUIPMENT STATUS (ES)/READINESS (ER) DATA</p> <p>a. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>43</td><td>44</td></tr><tr><td> </td><td> </td></tr></table> Percentage of On Hand Equipment Mission Capable (ES)</p> <p>b. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>45</td><td>46</td></tr><tr><td> </td><td> </td></tr></table> Percentage of on Hand Facing Items Mission Capable (PI - ES)</p> <p>c. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>47</td><td>48</td></tr><tr><td> </td><td> </td></tr></table> Percentage of Required Equipment Mission Capable (ER)</p> <p>d. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>49</td><td>50</td></tr><tr><td> </td><td> </td></tr></table> Percentage of Required Facing Items Mission Capable (PI - ER)</p>		43	44			45	46			47	48			49	50																																			
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49	50																																																																												
<p>6. PERSONNEL READINESS DATA</p> <p>a. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>15</td><td>16</td><td>17</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Assigned Strength Percentage</p> <p>b. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>18</td><td>19</td></tr><tr><td> </td><td> </td></tr></table> Available Strength Percentage</p> <p>c. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>20</td><td>21</td></tr><tr><td> </td><td> </td></tr></table> Available MOS Trained Percentage</p> <p>d. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>22</td><td>23</td></tr><tr><td> </td><td> </td></tr></table> Available Senior Grade Percentage</p> <p>e. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>24</td><td>25</td></tr><tr><td> </td><td> </td></tr></table> Personnel Turnover Percentage</p>		15	16	17				18	19			20	21			22	23			24	25			<p>9. TRAINING DATA</p> <p>a. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>51</td></tr><tr><td> </td></tr></table> Weeks to complete training</p> <p style="text-align: center;">CONSTRAINTS</p> <p>b. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>52</td></tr><tr><td> </td></tr></table> Assigned Strength Shortfall</p> <p>c. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>53</td></tr><tr><td> </td></tr></table> Borrowed Military Manpower</p> <p>d. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>54</td></tr><tr><td> </td></tr></table> Availability of Funds</p> <p>e. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>55</td></tr><tr><td> </td></tr></table> Availability of Equipment/Material</p> <p>f. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>56</td></tr><tr><td> </td></tr></table> Availability of Qualified Leaders or Status of Aviator Training</p> <p>g. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>57</td></tr><tr><td> </td></tr></table> Accessibility of Training Areas/Facilities</p> <p>h. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>58</td></tr><tr><td> </td></tr></table> Availability of Fuel</p> <p>i. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>59</td></tr><tr><td> </td></tr></table> Availability of Ammunition</p> <p>j. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>60</td></tr><tr><td> </td></tr></table> Availability of Time</p>		51		52		53		54		55		56		57		58		59		60																																	
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<p>7. EQUIPMENT ON HAND DATA</p> <p>a. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>26</td><td>27</td><td>28</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Total Line Items</p> <p>b. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>29</td><td>30</td><td>31</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Number of Lines Rated 1</p> <p>c. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>32</td><td>33</td><td>34</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Number of Lines Rated 2</p> <p>d. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>35</td><td>36</td><td>37</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Number of Lines Rated 3</p> <p>e. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>38</td><td>39</td><td>40</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Number of Lines Rated 4</p> <p>f. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>41</td><td>42</td></tr><tr><td> </td><td> </td></tr></table> Facing Item(s) Percentage of Fill (KOH)</p>		26	27	28				29	30	31				32	33	34				35	36	37				38	39	40				41	42			<p>10. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>61</td></tr><tr><td> </td></tr></table> Overall Unit Rating (Enter 1, 2, 3, 4 or 5)</p> <p>11. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>62</td></tr><tr><td> </td></tr></table> Authorized Level of Organization (1,2,3,4,5,6,7,8,9,R,C)</p> <p>12. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 100px;"><tr><td>63</td><td>64</td><td>65</td><td>66</td><td>67</td><td>68</td></tr><tr><td>8</td><td>2</td><td>0</td><td>4</td><td>1</td><td>5</td></tr></table> Date of Report (YYMMDD)</p> <p>13. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>69</td></tr><tr><td>4</td></tr></table> Parent Unit Identifier</p> <p>14. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 100px;"><tr><td>70</td><td>71</td><td>72</td><td>73</td><td>74</td><td>75</td></tr><tr><td>W</td><td>8</td><td>W</td><td>L</td><td>F</td><td>F</td></tr></table> Unit Identification Code</p> <p>15. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>76</td><td>77</td></tr><tr><td>F</td><td>S</td></tr></table> Report Type (Enter FS)</p> <p>16. <table style="display: inline-table; border: 1px solid black; text-align: center; width: 30px;"><tr><td>78</td><td>79</td><td>80</td></tr><tr><td> </td><td> </td><td> </td></tr></table> Report Number (Enter by HQ preparing punch cards)</p>		61		62		63	64	65	66	67	68	8	2	0	4	1	5	69	4	70	71	72	73	74	75	W	8	W	L	F	F	76	77	F	S	78	79	80			
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CLASSIFIED BY AR 220-1, ded 1 Jun 81

DECLASSIFY ON 15 April 1988

DA FORM 2715 Incl 2 CONFIDENTIAL (WHEN COMPLETED)

CONFIDENTIAL (WHEN COMPLETED)



## FACT SHEET

AFKA-GCD-AG

Action Officer: CW4 Hultman  
Telephone: 716-338-7400 x227  
Date: 12 October 1982

SUBJECT: Implementation of Maximum Years of Service Program

PURPOSE: To inform Commanders of the implementation of the Maximum Years of Service Program.

### FACTS:

1. Reference: 1A Circular 135-9, 16 February 1982.
2. On 1 July 1982, all E9 personnel assigned to a Troop Program Unit (TPU) who have or will have completed 35 years of service (YOS) on or before 1 July 1983 were reported to RCPAC for assignment to the Individual Ready Reserve (IRR) for consideration for assignment to Mobilization Designation positions. Reassignment of affected E9 personnel will begin 1 January 1983. Assignments will be completed by 15 January 1983 or within 15 days of the date on which 35 YOS is completed.
3. Military Personnel Records Jacket (MPRJ), with a completed DA Form 4651-R for affected E9 personnel, will be forwarded to arrive at 98th Division Headquarters, ATTN: AFKA-GCD-AG, NLT 9 November 1982, or 25 days prior to completion of 35 YOS after 1 January 1983.
4. The policy announced by the CG, 98th Division (Training) is that waivers will be considered only when the individual is absolutely essential to the unit's mobilization capability, and the request is forwarded with complete documentation and justification. The Commanding General will forward to higher headquarters only those requests which fulfill the above requirements. Any request for waivers will be forwarded to reach this headquarters, ATTN: AFKA-GCD-AG, NLT 105 days prior to scheduled removal date.

FACT SHEET



FACT SHEET

AFKA-GCD-AG

Action Officer: CPT Stratton  
Telephone: 716-338-7400 x227  
Date: 5 October 1982

SUBJECT: Enlisted Promotion Boards

PURPOSE: To inform Commanders of recurring deficiencies in promotion requests.

FACTS:

1. The following deficiencies in recommendations for promotion occur frequently:

- a. Requests not submitted on DA Form 2496 (DF).
- b. DA Forms 3355 not completed correctly:
  - (1) Exceeding maximum points allowed per section.
  - (2) Not totaling points correctly (bad math).
  - (3) Not listing all awards or listing them incorrectly.
  - (4) Not crediting Certificates of Achievement.
  - (5) Incorrectly awarding points for military education.
- c. Not submitting requests for change of MOS (Form 98-R) when required.
- d. Requests for change of MOS submitted with no proof of training or training is insufficient for individual's skill level.
- e. Requesting unauthorized waivers.

2. Recommendation: Commanders should review packets submitted for Enlisted Promotion Board consideration to reduce deficiencies. Individuals not eligible or not deserving promotion should not be processed, while those eligible and deserving are entitled to having a well-prepared packet represent them to the Board. Packets received on soldiers not eligible for promotion will be returned without board consideration.



FACT SHEET





# FACT SHEET

AFKA-GCD-AG

Action Officer: CPT Stratton  
Telephone: 716-338-7400 x229  
Date: 5 October 1982

SUBJECT: Enlisted Evaluation Reporting System (EERS)

PURPOSE: To inform Commanders of changes in the Enlisted Evaluation Reporting System.

## FACTS:

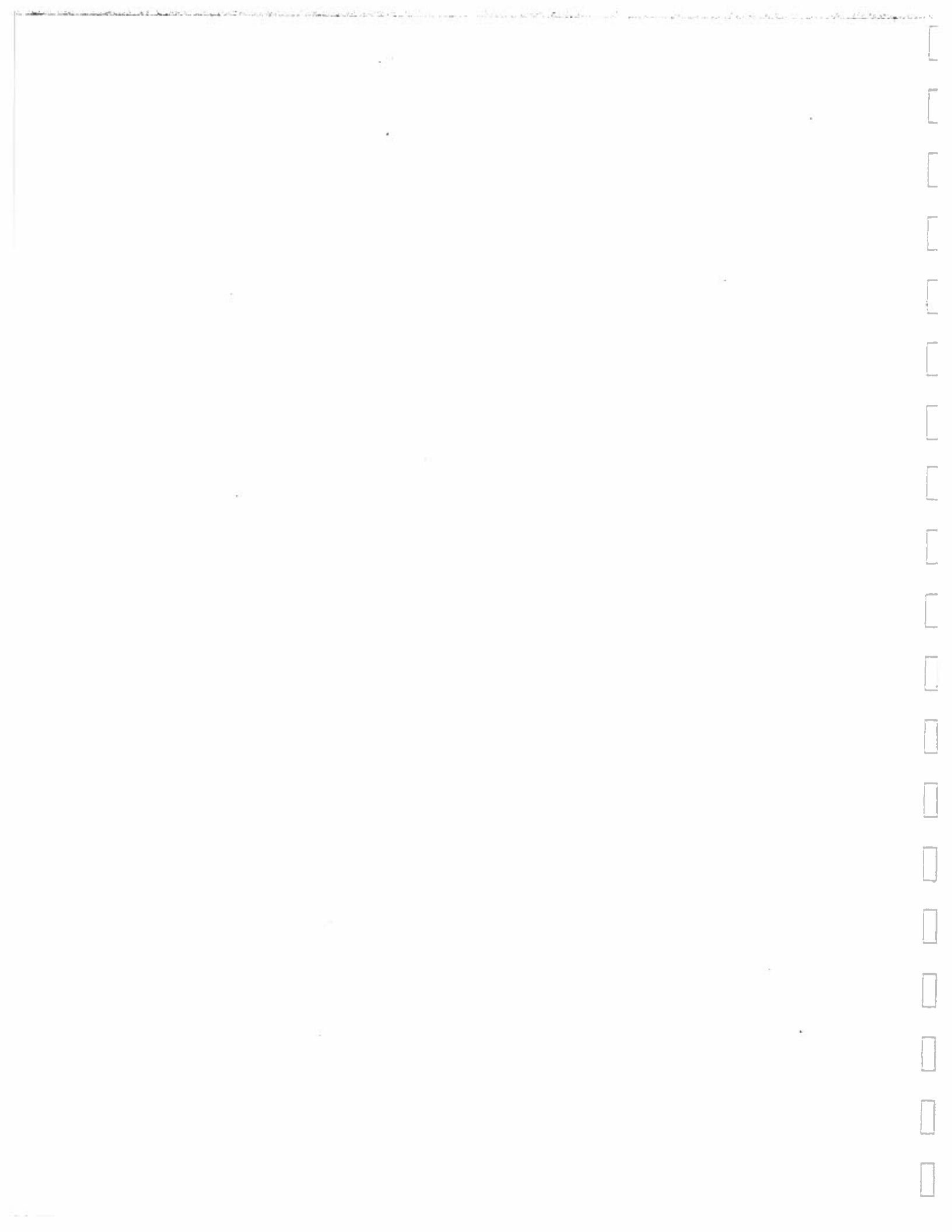
1. AR 623-205 has been in effect since 1 October 1981.
2. Letter, AFKA-GCD-AG, Headquarters, 98th Division (Tng), 14 August 1981, Subject: Implementation of DA Form 2166-6 (Enlisted Evaluation Report) on 1 October 1981, outlined the significant changes found in AR 623-205.
3. The 98th Division (Tng) SOP, Section I, Annex BB (Enlisted Evaluation Reporting System (EERS)) implemented the recent changes, including the EER Scan and a Consolidated Report, into the operations of the Division.
4. Increased importance is placed on narrative sections of evaluation reports. Enlisted reports are developed along similar lines to the Officer Evaluation Report.
5. Reports submitted in compliance with para 7(c), Annex BB, are noted in Inclosure 1 to this fact sheet. Results show that consolidated reports of late EER submission are not being submitted to the Div CSM as required.

2 Incls

ACTIVE ARMY AVERAGES

1981	82
E7 68.59	E9 124.6 / 122.29
2% below total Avg	E8 124.15 / 121.64
E6 77% " " "	E7 123.47 /
E5 88% " " "	E6 121.87 / 113.34
	E5 119.52 / 107.96

FACT SHEET



# FACT SHEET

UNIT (MSC)	Number of Late Submissions				Reports Received Total/Possible
	<u>E-5</u>	<u>E-6</u>	<u>E-7</u>	<u>E-8 and E-9</u>	
Hq Cmd	26	15			2/4
Tng Cmd					0/4
1st Bde					0/4
2d Bde					0/4
3d Bde					0/4
4th Bde		4		1	2/4
359th Sig	14	27	22	2	4/4
1209th USAG					0/4
1151st USAR	0	0	0	0	4/4
1157th USAR	2				1/4
1159th USAR					0/4
Reports Received Total/Possible	4/11	4/11	2/11	3/11	

INCL 1

FACT SHEET

# FACT SHEET

AFKA-GCD-AG

Action Officer: CPT Stratton  
Telephone: 716-338-7400 x229  
Date: 5 October 1982

SUBJECT: Enlisted Evaluation Reporting System (EERS)

PURPOSE: To inform the Commander of essential elements of the Enlisted Evaluation Reporting System.

## FACTS:

1. Annex BB, Section I of 98th Division SOP identifies the EER system.
2. Due Dates:

<u>RANK</u>	<u>EER RATING MONTH</u>	<u>EER DUE DATE</u>	<u>CONSOLIDATED REPORT* DUE DATE</u>
E-5	August	+60 days	+90 days
E-6	September	+60 days	+90 days
E-7	October	+60 days	+90 days
E-8	November	+60 days	+90 days
E-9	November	+60 days	+90 days

\*Consolidated Report of Late EER Submission to Div CSM with info copy to AG.

3. Rating Scheme: Unit rating scheme including rater, indorser, and reviewer must be established and updated using 98th Div (Tng) Form 48-R.

4. EER Scan:

<u>LEVEL</u>	<u>SCANNED BY</u>
Co, Bn and MI Det	Bn CSM (Co 1SG/Det Sgt for Sep Co and MI Det)
CA Co/MI Det (1SG/Det Sgt)	359th Sig Gp CSM
Bn CSM	MSC CSM
MSC and USAR School E5-E9 (except CSM	MSC and USAR School CSM
MSC and USAR School CSM	Div CSM and CG

5. Area of Emphasis: Increased importance is placed on narrative sections of evaluation report. Enlisted reports are developed along similar lines to Officer Evaluation Report.

6. Problems Encountered: Consolidated Reports of late EER submission are not being submitted to Div CSM as required.

INCL 2

FACT SHEET

## FACT SHEET

AFKA-GCD-AG

Action Officer: SFC Sauers  
Telephone: 716-338-7400 x229  
Date: 12 October 1982

SUBJECT: Unit Vacancy Promotion

PURPOSE: To provide Commanders/S-1's information regarding the submission of Unit Vacancy Promotion Packets

### FACTS:

1. On 17 August 1982, a letter was sent to all commanders, Subject: Unit Vacancy Selection Board, 1 November 1982, stating requirements for the November Board and composition of packets for future boards. Items to be included in U/V packets are:

a. DA Form 2464-R will be the transmittal document. (Original is attached to the recommended officer's packet, and a copy attached to all other packets.)

b. Inclosure 1: Original DA Form 4935. (Must not be dated more than 180 days prior to the convening date of the Board.)

c. Inclosure 2: DA Form 2 and DA Form 2-1 (Copies).

d. Inclosure 3: Copy of Initial Appointment Letter.

e. Inclosure 4: Copy of latest Promotion Letter.

f. Inclosure 5: Copy of Highest Military Education Certificate.

g. Inclosure 6: Current Photograph (taken within 90 days and with current height, weight, date, and officer's signature on reverse side of photo).

h. Inclosure 7: Current Height/Weight statement signed by the commander (within 90 days).

i. Inclosure 8: Recapitulation of Retirement Points for the past 3 years.

2. In processing packets for the November 1982 Board, the following common deficiencies were noted:

a. Packets arriving after published suspense dates.

b. DA Form 4935 (RCPAC Fill Statement) missing or out-dated.

c. Numerous missing documents (i.e., Appointment letters, promotion letters, etc.).

d. Height/Weight statements not signed by the commander.

FACT SHEET

# FACT SHEET

AFKA-GCD-AG  
SUBJECT: Unit Vacancy Promotions

12 October 1982

e. Photos missing or data on reverse side not entered.

3. Although most of the discrepancies were corrected prior to submission to First Army, it is the responsibility of the unit having the vacancy to review these packets for accuracy and completeness. All commanders submitting officers for consideration have an obligation to insure that packets are complete when forwarded to the unit having the vacancy. Incomplete packets cause excessive delays, and may affect an officer's opportunity for promotion.

4. For planning purposes, the following information is furnished regarding Unit Vacancy Promotion Boards for Calendar Year 1983.

<u>BOARD CONVENING DATE</u>	<u>PACKETS DUE AT FIRST ARMY HQ</u>	<u>PACKETS DUE AT 98TH DIVISION (TNG)</u>
7 March 1983	21 January 1983	21 December 1982
5 July 1983	20 May 1983	20 April 1983
7 November 1983	23 September 1983	23 August 1983

FACT SHEET

## FACT SHEET

AFKA-GCD-AG

Action Officer: CW4 Hultman  
Telephone: 716-338-7400 x229  
Date: 1 October 1982

SUBJECT: Processing Unsatisfactory Participants

PURPOSE: To inform commands of current procedures for disposition of Unsatisfactory Participants.

### FACTS:

1. Effective 1 August 1982, authority for reduction and transfer of unsatisfactory Participants was delegated by First US Army to Commander, 98th Division (Training). From that date until 1 September, 103 actions were received for processing. The tabulation at Appendix A outlines the number of actions received during two time periods and indicates the number of Unsatisfactory Participants reported on the Unit Readiness Report dated 1 April 1982.

2. The table below indicates the status of these actions:

42	-	awaiting receipt of Commanders statement (1st Ind) of delivery/non-delivery of orders prior to forward to RCPAC.
13	-	Returned to units for corrections of discrepancies.
3	-	Discharge request to 1A.
9	-	Forwarded to RCPAC.
36	-	In process.
103	-	TOTAL

3. The five most common administrative discrepancies in submitted actions are a follows:

- Unauthorized reductions in grade of rank.
- Missing Health Records.
- Missing DA 3593 - Retirement Points Cards.
- Missing DA Forms 2 and 2-1.
- Missing Commanders statement of case review and lack of cogent reasons for absences.

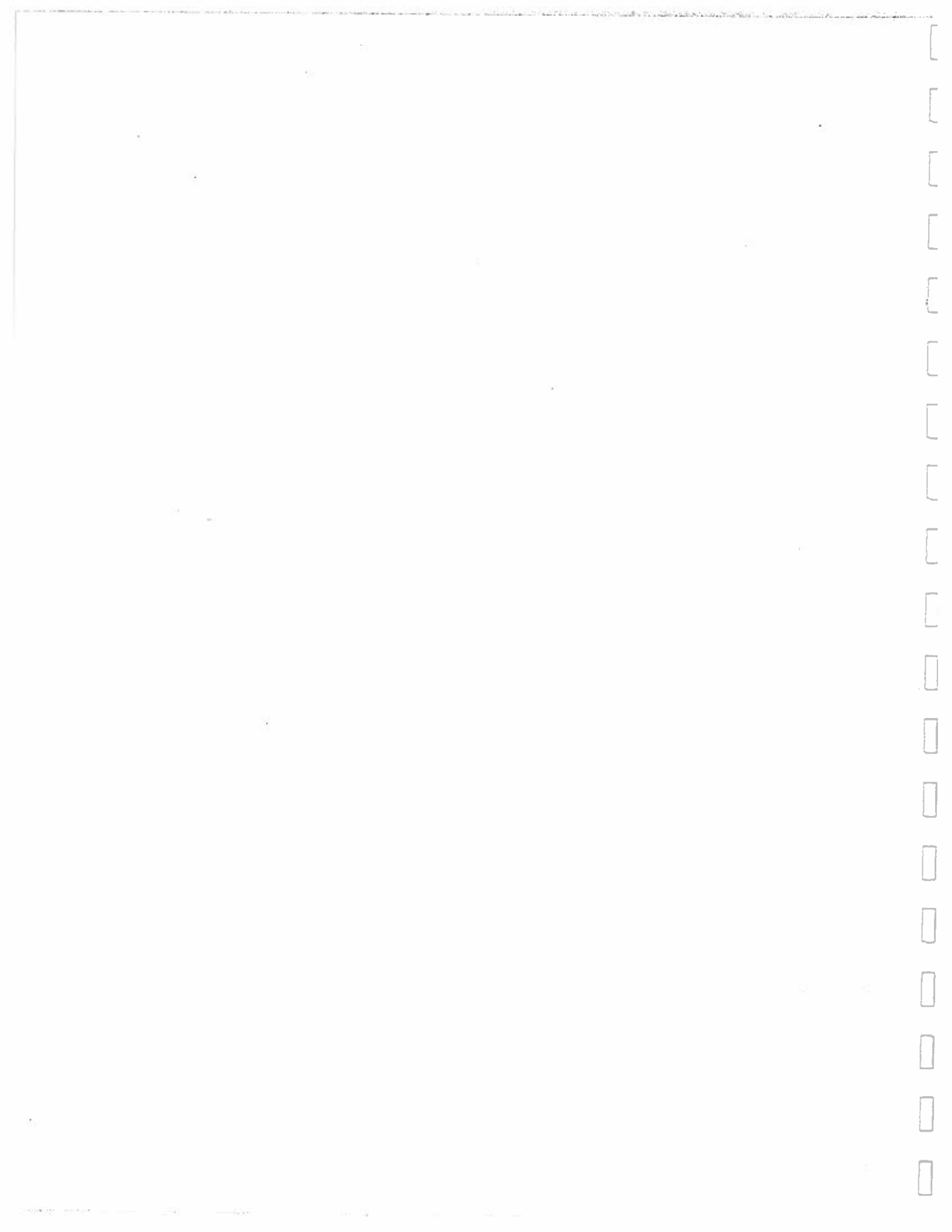
FACT SHEET

UNSATISFACTORY PARTICIPANTS  
ACTIONS RECEIVED FOR PROCESSING

<u>UNIT</u>	<u>NO. UNSATISFACTORY PARTICIPANTS, UNIT READINESS RPT, 1 APR 82</u>	<u>ACTIONS FOR PROCESS 1 APR - 1 AUG 82</u>	<u>ACTIONS FOR PROCESS 1 AUG - 1 SEP 82</u>
Hq Cmd	6	1	-
Tng Cmd	12	13	6
<u>1st Bde</u>	(28)	(19)	(21)
Hq	-	-	1
1/389	15	6	10
2/389	10	-	1
3/389	3	7	3
<u>2d Bde</u>	(18)	(3)	(9)
Hq	3	2	-
1/390	2	-	1
2/390	10	-	1
3/390	-	-	2
1/391	-	-	3
2/391	3	1	2
<u>3d Bde</u>	(10)	(3)	(4)
Hq	2	-	1
1/392	6	-	1
2/392	2	1	1
3/392	-	-	1
3/391	-	2	-
<u>4th Bde</u>	(20)	(7)	(9)
Hq	-	-	-
1/98	7	3	1
2/98	12	3	7
3/98	1	1	1
TOTALS	94	46	49



UNIT	NO. UNSATISFACTORY PARTICIPANTS, UNIT READINESS RPT, 1 APR 82	ACTIONS FOR PROCESS 1 APR - 1 AUG 82	ACTIONS FOR PROCESS 1 AUG - 1 SEP 82
<u>359th Sig</u>	(51)	(24)	(18)
Hq	-	2	2
401st CA	5	-	3
402d CA	2	1	-
403d CA, 414th CA, 425th MI, 454th MI	- None reported, no actions		
300th Ord	1	1	3
409th PS	1	-	-
277th QM	8	2	4
98th Sig	-	-	3
692d Sig	24	15	1
969th Maint	3	2	1
332d Ord	5	1	-
962d Ord	2	-	-
309th Ord	-	-	1
 <u>1209th USAG</u>	 (113)	 (13)	 (31)
Hq	3	1	3
464th Engr	66	7	14
479th Engr	36	2	7
770th Engr	3	-	3
413th S&S	5	3	4
1018th	16	8	3
1019th	-	2	2
327th Avn; 1151st, 1157th, 1159th USAR Schools	- None reported, no actions		
TOTALS	180	47	54
GRAND TOTAL	274	93	103



## FACT SHEET

AFKA-GCD-AG

Action Officer: CW2 Falzone  
Telephone: 716-338-7400 x223  
Date: 12 October 1982

SUBJECT: Officer Evaluation Reports (OER's)

PURPOSE: To provide Commanders/S-1's an update on the FY-82 performance in submitting OERs within required guidelines.

### FACTS:

1. Division policy specifies that OERs must be received at the AG NLT 40 days after the close-out date. First US Army requires that OERs be received at RCPAC NLT 91 days after the ending period of the report.
2. The 98th Division (Tng) Goal is that no more than 20% of all OERs submitted to Division AG will be late and that no more than 10% of all OERs submitted to RCPAC will be late.
3. Inclosure 1 contains the FY-82 statistics by Major Subordinate Command. Inclosure 2 depicts the Division's performance in submitting OER's. In reading inclosure 2, the top number is the number of OER's submitted, the bottom number indicates the number late to the Division, and a circle number indicates numbers late to RCPAC.
4. During FY-82 the goal of 10% or less late rate to RCPAC was met every quarter. Correspondence from First Army notes the improved late OER rate and indicates that the 98th Division (Tng) has the lowest late OER rate in ARMR 1, and is among the lowest in the entire First Army Area.

FACT SHEET

FISCAL YEAR 1982 OER STATISTICS

MAJOR COMMAND	1ST QTR		20 QTR		30 QTR		4TH QTR		FY-82	
	98TH	1A	98TH	1A	98TH	1A	98TH	RCPAC	98TH	RCPAC
HQS COMMAND	23/16 (70%)	7 (30%)	19/2 (10%)	0 (0%)	25/9 (36%)	0 (0%)	34/15 (44%)	3 (9%)	101/42 (42%)	10 (10%)
TNG COMMAND	3/0 (0%)	0 (0%)	3/0 (0%)	0 (0%)	5/5 (100%)	1 (20%)	6/4 (67%)	0	17/9 (53%)	1 (6%)
1ST BRIGADE	13/8 (62%)	1 (0%)	13/5 (38%)	1 (7%)	18/5 (28%)	0 (0%)	31/23 (74%)	4 (13%)	75/41 (55%)	6 (8%)
2D BRIGADE	46/7 (15%)	0 (0%)	29/9 (31%)	1 (3%)	15/6 (40%)	0 (0%)	40/4 (10%)	0	130/26 (20%)	1 (1%)
3D BRIGADE	32/6 (19%)	0 (0%)	18/4 (22%)	0 (0%)	18/4 (22%)	0 (0%)	17/4 (24%)	0	86/18 (21%)	0 (0%)
4TH BRIGADE	13/0 (0%)	0 (0%)	5/0 (0%)	0 (0%)	3/0 (0%)	0 (0%)	33/0 (0%)	0	54/0 (0%)	0 (0%)
359TH SIGNAL GROUP	67/12 (18%)	3 (4%)	51/8 (16%)	4 (8%)	66/14 (21%)	3 (5%)	74/16 (22%)	4 (5%)	258/50 (19%)	14 (5%)
1209TH USAG	74/26 (35%)	7 (9%)	60/24 (40%)	13 (22%)	26/12 (46%)	4 (15%)	61/18 (30%)	7 (12%)	221/80 (36%)	31 (14%)
1151ST USAR SCHOOL	8/8 (100%)	4 (50%)	5/4 (80%)	1 (20%)	1/1 (100%)	1 (100%)	15/9 (60%)	1 (7%)	29/22 (76%)	7 (24%)
1157ST USAR SCHOOL	3/1 (33%)	0 (0%)	6/2 (33%)	0 (0%)	17/1 (6%)	0 (0%)	5/1 (20%)	0	31/5 (16%)	0 (0%)
1159TH USAR SCHOOL	12/2 (17%)	1 (8%)	5/1 (20%)	1 (20%)	14/0 (0%)	0 (0%)	5/3 (60%)	0	36/6 (17%)	2 (6%)
TOTALS	294/866 (29%)	23 (8%)	214/59 (28%)	21 (10%)	209/57 (27%)	9 (4%)	321/97 (97%)	19 (6%)	1038/299(29%)	72 (7%)

821012

## 98TH DIVISION (TNG) CUMULATIVE/LATE OER SUBMISSIONS TO FUSA

AS OF 30 September 1982

PAGE 1 of 2 PAGES

UNIT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL OER'S	LATE OER'S	% LATE OER'S
HQ, 98TH CMD	5	1	9	4	2	1	1	6	2	13	5	5	101	42	42
HQ CMD	0	0	4	5	1	0	0	1	0	0	2	0	21	14	67
HHC	5	1	5	2	1	1	1	5	0	6	1	13	80	28	35
98TH TNG CMD	2	0	0	1	1	1	0	2	2	2	1	0	17	9	53
HQ, TNG CMD	1	0	0	1	0	0	0	1	1	2	2	1	14	8	57
LA, TNG CMD	1	0	0	0	0	0	0	1	0	0	0	0	3	1	33
1 BDE	7	2	5	5	1	3	8	3	2	1	5	3	75	41	55
HHC, 1 BDE	3	0	0	0	0	2	0	3	1	0	0	2	20	10	50
1/389	2	0	2	2	1	1	0	0	0	0	0	1	14	8	57
2/389	0	0	0	0	0	0	0	2	1	2	1	5	12	2	17
3/389	2	2	3	3	0	0	3	1	0	0	0	3	29	21	72
2 BDE	33	10	2	3	9	1	13	7	1	7	2	7	130	26	20
HHC, 2 BDE	12	1	2	0	0	4	1	3	1	1	0	2	28	5	18
1/390	1	0	2	0	0	0	0	2	1	1	1	0	18	3	17
2/390	13	3	0	0	0	0	0	2	0	0	0	0	20	5	25
3/390	2	0	1	0	0	2	0	3	1	0	0	5	24	6	25
1/391	3	0	0	0	0	1	0	3	2	1	0	0	19	3	16
2/391	2	1	5	2	1	0	2	1	1	2	0	5	21	4	19
3 BDE	28	5	0	4	1	9	6	2	3	2	8	3	86	18	21
HHC, 3 BDE	10	2	0	0	2	0	0	0	1	1	3	1	18	6	33
1/392	7	0	0	0	0	0	0	1	0	0	0	0	14	0	0
2/392	3	3	0	0	0	0	0	0	0	2	1	0	15	4	27
3/392	1	0	0	0	0	9	0	4	1	0	0	1	21	2	10
3/391	7	0	0	2	1	0	1	1	1	2	1	0	18	6	33
4 BDE	7	0	5	0	1	0	1	0	2	0	0	0	54	0	0
HHC, 4 BDE	4	0	3	0	0	0	1	0	0	0	0	0	19	0	0
1/98	0	0	0	0	0	0	0	0	0	0	0	0	14	0	0
2/98	1	0	2	0	1	0	0	1	0	0	0	1	9	0	0
3/98	2	0	0	0	0	0	0	0	0	0	0	3	12	0	0
TOTAL THIS PAGE	82	29	15	19	9	25	3	41	13	21	4	31	463	136	29

# 98TH DIVISION (TNG) CUMULATIVE/LATE OER SUBMISSIONS TO FUSA

AS OF

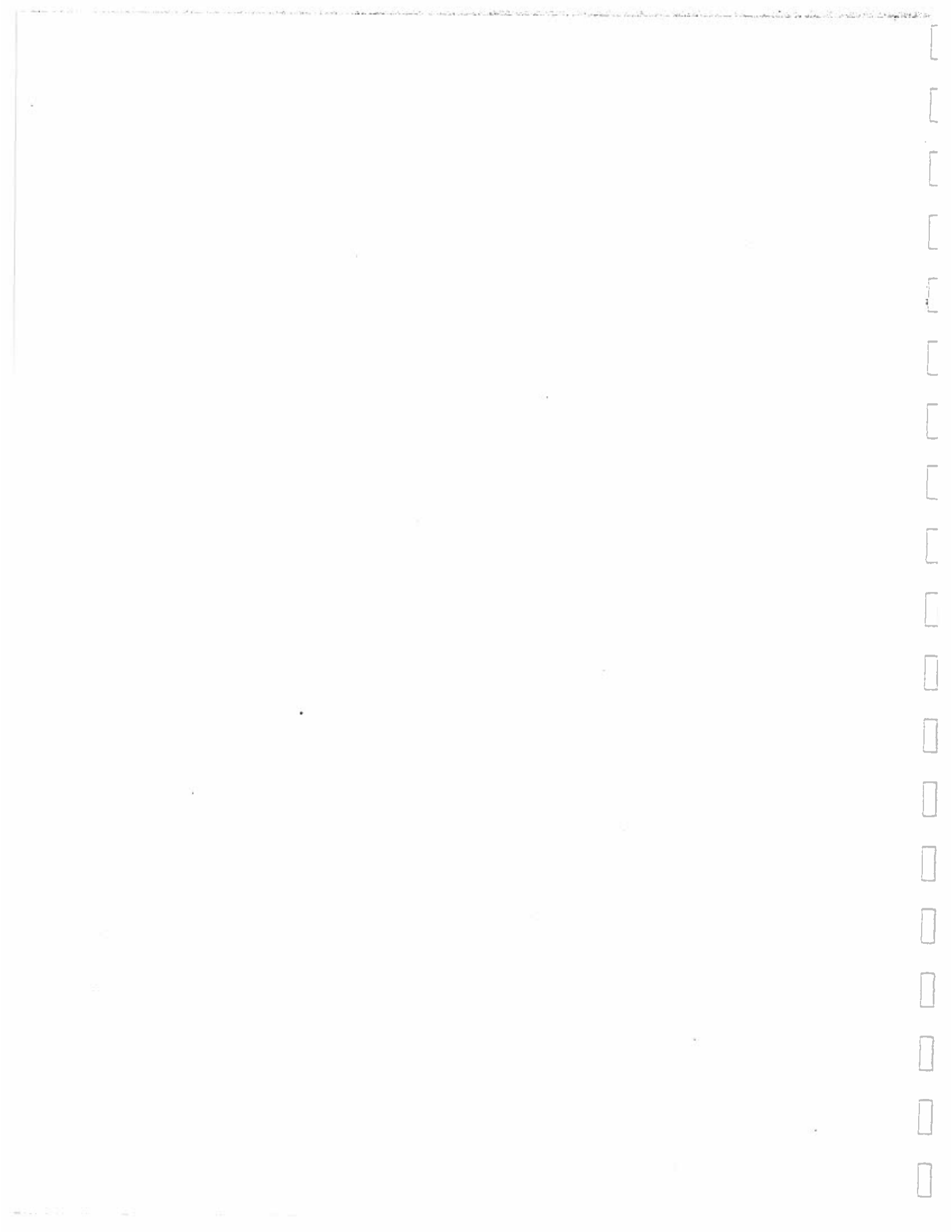
30 September

19 82

PAGE 2 OF 2 PAGES

UNIT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL OER'S	LATE OER'S	% LATE OER'S
359 SIG GP	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HQ 359	0	0	0	0	0	0	0	0	0	0	0	0	21	15	71
401 CA	14	2	5	1	2	0	3	0	0	0	0	0	39	13	33
402 CA	5	2	1	0	4	0	3	0	4	0	5	3	42	9	21
403 CA	3	0	1	0	3	0	5	0	1	0	4	0	36	1	3
414 CA	3	0	0	0	1	0	2	0	0	0	1	0	38	4	11
425 MI	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0
454 MI	0	0	1	1	0	0	0	0	0	0	0	0	3	1	33
300 ORD	3	0	3	0	0	0	2	0	0	1	2	0	15	1	7
409 PSC	0	0	0	0	0	0	0	0	0	0	0	0	6	0	0
277 QM	0	0	5	0	0	0	0	0	1	0	0	0	10	0	0
98 Sig Bn	0	0	0	0	0	0	0	0	0	0	0	0	10	0	0
692 Sig Co	1	0	0	0	0	0	0	0	0	0	0	0	7	0	0
969 Maint Co	3	0	0	0	0	0	0	0	0	0	0	0	6	0	0
332 Ord Bn	0	0	1	0	0	5	1	0	0	2	1	0	14	5	38
962 Ord Co	0	0	0	0	1	0	0	0	1	0	3	0	6	0	0
309 Ord Co	0	0	0	0	0	0	0	1	0	0	0	0	1	1	100
1209 USAG	16	32	25	13	19	8	33	4	1	21	1	0	221	80	36
HQ, 1209	11	19	6	8	11	3	11	1	0	10	3	1	100	28	28
464 ENG BN	3	3	6	1	14	4	3	0	0	3	1	0	50	16	32
479 ENG BN	0	0	0	0	0	0	1	0	1	15	14	2	38	25	66
413 S&S BN	0	0	5	0	4	3	4	1	3	3	0	0	22	8	36
770 CNST CO	0	0	0	0	0	0	0	0	1	1	0	0	2	2	100
327 Avn Co	2	0	2	1	0	0	1	0	0	0	0	0	9	1	11
1151 USAR Sch	1	1	3	3	4	0	0	1	1	4	3	1	29	22	76
1157 USAR Sch	0	0	3	1	0	0	4	2	1	0	1	0	31	5	16
1159 USAR Sch	2	0	5	1	5	1	2	0	3	0	1	0	36	6	17
TOTAL THIS PG.	51	10	66	21	47	18	55	8	21	9	51	22	575	163	28
TOTAL PG 1	82	13	29	15	19	9	25	3	41	13	21	4	463	136	29
TOTAL OER'S	133	95	66	80	62	72	69	91	49	143	85	93	1038		
LATE OER'S	23	36	27	11	22	26	16	32	9	30	40	27	299		
% LATE OER'S	17	38	41	14	36	36	23	35	18	21	47	29			29

# FACT SHEETS G-2/OR





**FACT SHEET**

**AFKA-GCD-GB**

**LTC STEPHENS  
338-7400 x 220  
12 Oct 82**

**SUBJECT: Information Security Program (AR 380-5)**

**PURPOSE: This fact sheet is prepared for distribution to commanders at the  
98th Division Fall Commanders Conference, 13-14 Nov 82**

**FACTS:**

- 1. Section 2, Chapter IV, AR 380-5, and Annex EC, 98th Division (TNG) SOP furnish specific guidance for safeguarding and reproduction of classified information.**
- 2. Chapter VIII, AR 380-5, and Annex EC, 98th Division (TNG) SOP furnish specific guidance for the transmission of classified information.**
- 3. Recent incidents involving improper handling and transmission of classified information have resulted in possible compromise of such information.**
- 4. Unit Security Managers down to and including Company level must review the provisions of AR 380-5 and 98th Division (TNG) SOP to ensure proper procedures are practiced and enforced.**

## FACT SHEET

AFKA-GCD-GB

LTC STEPHENS  
334-7400 x 220  
12 Oct 82

SUBJECT: Operations Security (OPSEC)

PURPOSE: This fact sheet is prepared for distribution to commanders at the 98th Division Fall Commanders Conference, 13-14 Nov 82

### FACTS:

1. AR 530-1 (U) dtd 1 May 78 requires that all units down to Battalion level appoint an officer in writing with an additional duty as OPSEC Officer, and further stipulates certain responsibilities to be accomplished by this officer.
2. In the course of G-2/PM Inspection Visits, it has been noted that the majority of applicable units had an appointed OPSEC Officer, but that few of these individuals were knowledgeable of their responsibilities or had on hand necessary publications, such as AR 530-1, 1A Cir 380-1, FORSCOM Suppl 1 to AR 530-1, TC 3024, and TC 100-1.
3. Increased emphasis must be given to improving OPSEC awareness in all subordinate units. See Annex EI, Section II, 98th Div SOP. An Annual Report is required by Annex "B", 1A Reg 380-1 (OPSEC Implementation) ATTN: AFKA-GCD-GB not later than 1 June each year.

## FACT SHEET

AFKA-GCD-GB

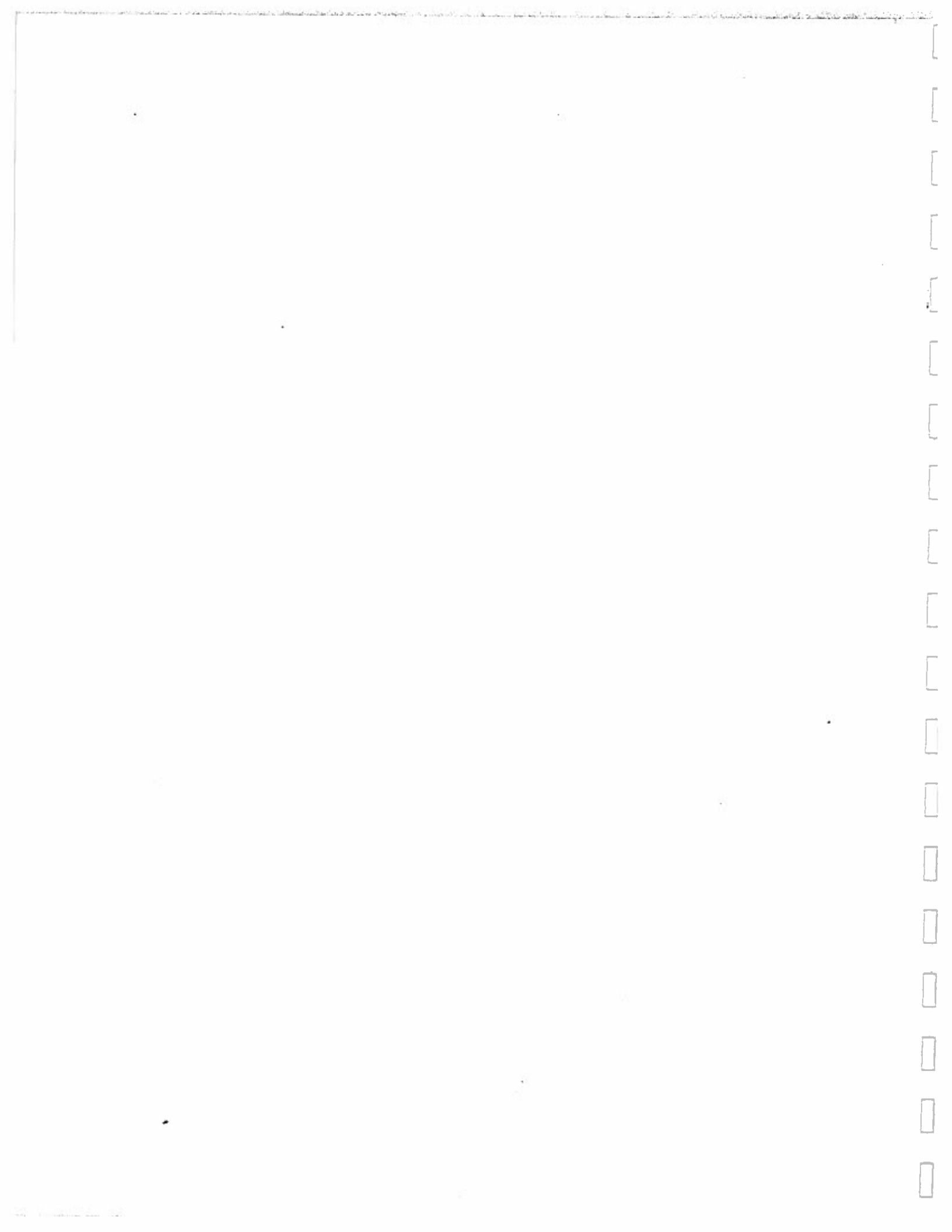
LTC STEPHENS  
338-7400 x 220  
12 Oct 82

SUBJECT: Acquisition and Storage of Information Concerning Non-Affiliated Persons and Organizations (AR 380-13)

PURPOSE: This fact sheet is prepared for distribution to commanders at the 98th Division Fall Commanders Conference, 13-14 Nov 82

### FACTS:

1. This headquarters is required by AR 380-13 to submit an annual report 1 September each year of compliance by all units with the provisions of the regulation.
2. Annex E-H, Section II, 98th Division SOP requires each major subordinate headquarters to appoint an officer with the additional duty to ensure compliance with the provisions of AR 380-13. In addition, this officer is required to submit a report to this headquarters, ATTN: AFKA-GCD-GB, NLT 15 Aug annually, to verify such compliance by all appropriate subordinate units.



FACT SHEET

AFKA-GCD-PM

MAJ SCHRODER  
338-7400 x 221  
12 Oct 82

SUBJECT: Checklists - Physical Security & Safety

PURPOSE: To provide guidance to commanders in reviewing their physical security and safety posture

FACTS:

1. Physical Security and Safety Checklists for this command have been updated, and the revised editions will be given to you during your G-2 briefing at the Commanders Conference.
2. These checklists are meant as aids to the commander in reviewing his units' status as to physical security and safety.



FACT SHEET

AFKA-GCD-CR

Action NCO: SFC MALCOLM  
Telephone: X257  
Date: 5 Oct 82

SUBJECT: FY 83 Selective Reserve Incentive Program (SRIP)

PURPOSE:

To update the Command Group on changes for the FY 83 SRIP Bonus Program

FACTS:

1. All organic units, and the 969th Maintenance Company, were changed from SRIP designated units (all MOS's eligible) to critical skills MOS's only.
2. All non-organic units from the 359th Signal Group and 1209th USAG have been changed to SRIP designated units (all MOS's eligible) except for the 425th and 454th MI Detachments.
3. The USAR Schools were not changed for FY 83.
4. Telephonic coordination was made with the Major Subordinate Commands on September 22nd and 24th in reference to the above changes. All have responded that they understand, and have passed all changes on to subordinate units. The OR will follow up with written guidance.

FACT SHEET





## FACT SHEET

AFKA-GCD-CR

Action Officer: CPT CAROZZA  
Telephone: X255  
Date: 12 Oct 82

SUBJECT: FY 82 Strength Maintenance Program

### PURPOSE:

To update the Command Group of FY 82 Strength Maintenance Program and the FY 82 goals.

### FACTS:

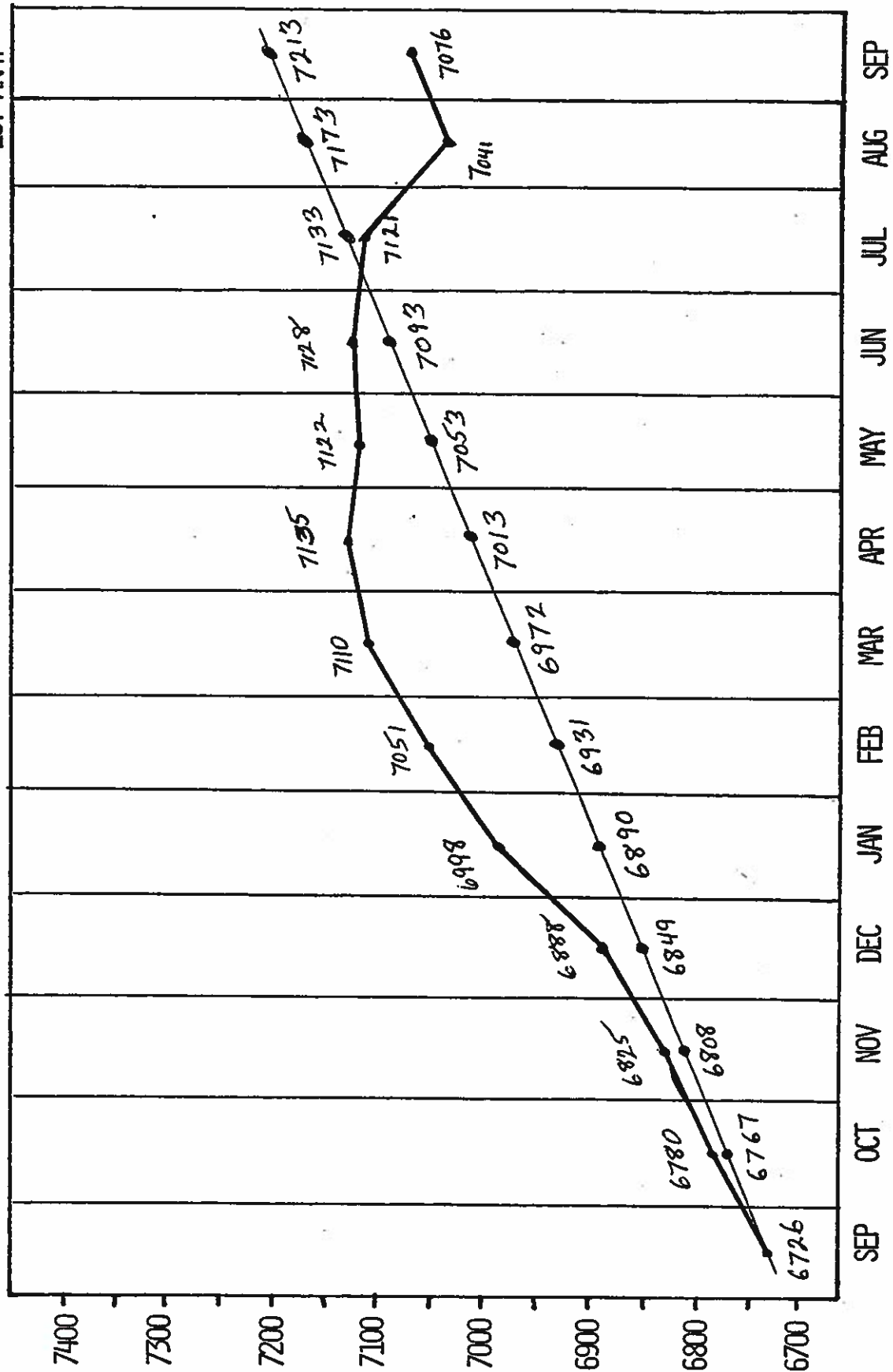
1. During FY 82, the Assigned Strength of this Division increased 4.1%, from 90.3% to 94.4%. This represents an increase of 350 individuals. See Tabs A-D.
2. Careerist retention rate for FY 82 was 85.1% (goal-80%) representing the reenlistment of 720 of 846 eligible individuals. See Tab E.
3. First Term retention rate for FY 82 was 54.5% (goal-50%) representing the reenlistment of 182 of 334 eligible individuals. See Tab F.
4. Attrition rate for FY 82 was 28.7% (goal-27%). See Tab G.
5. IRR rate for FY 82 was 11.5% (goal-8%). See Tab H.

TAB A - Asgn Strength Graph  
TAB B - Asgn Strength Chart  
TAB C - Asgn Strength MSC  
TAB D - Asgn Strength MSC  
TAB E - Ret-Careerist  
TAB F - Ret-First Termers  
TAB G - Attrition Rate  
TAB H - IRR Rate

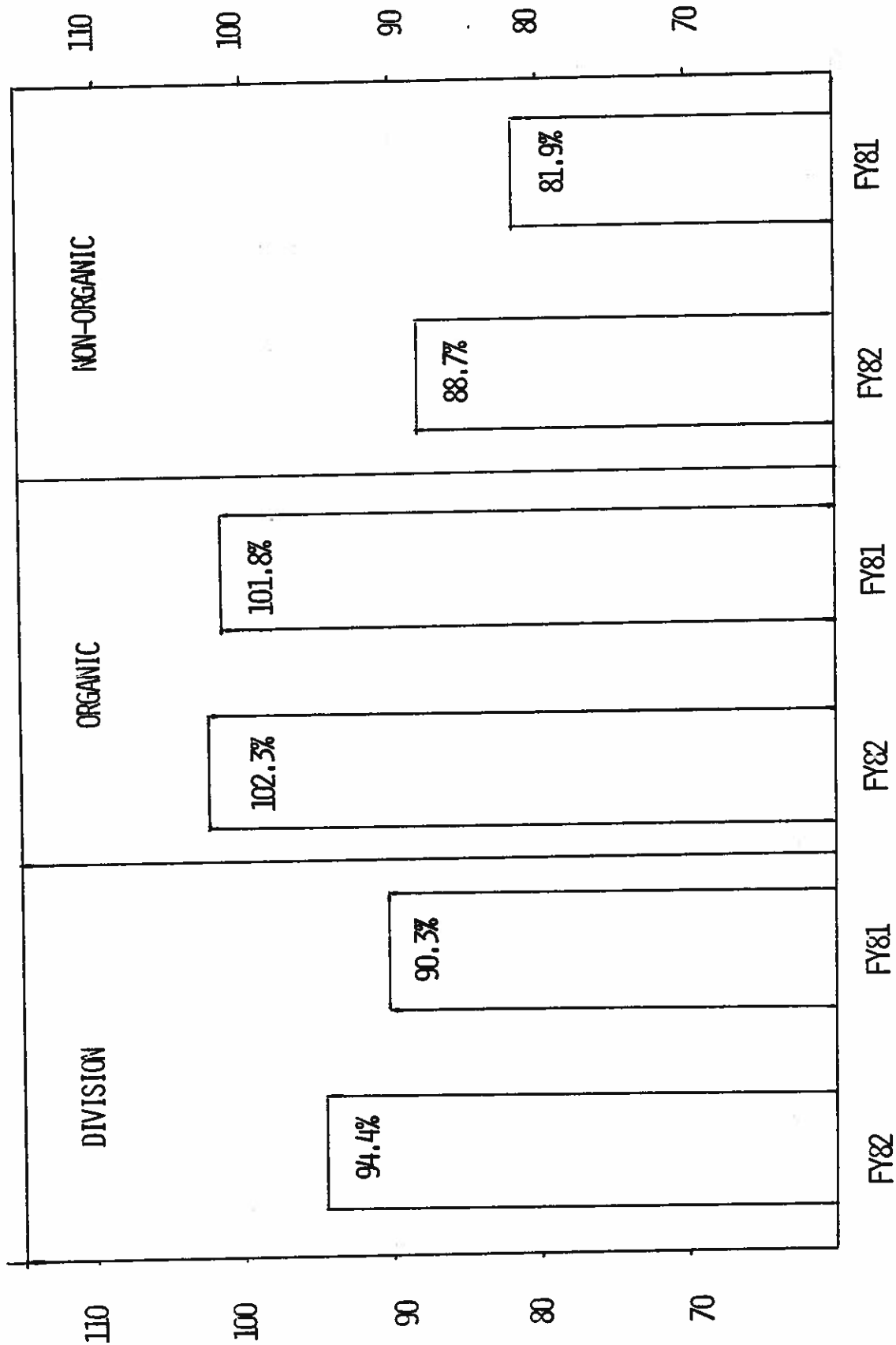
FACT SHEET

DIVISION STRENGTH VERSUS FIRST U. S. ARMY  
YEAR END STRENGTH GOAL FY 82

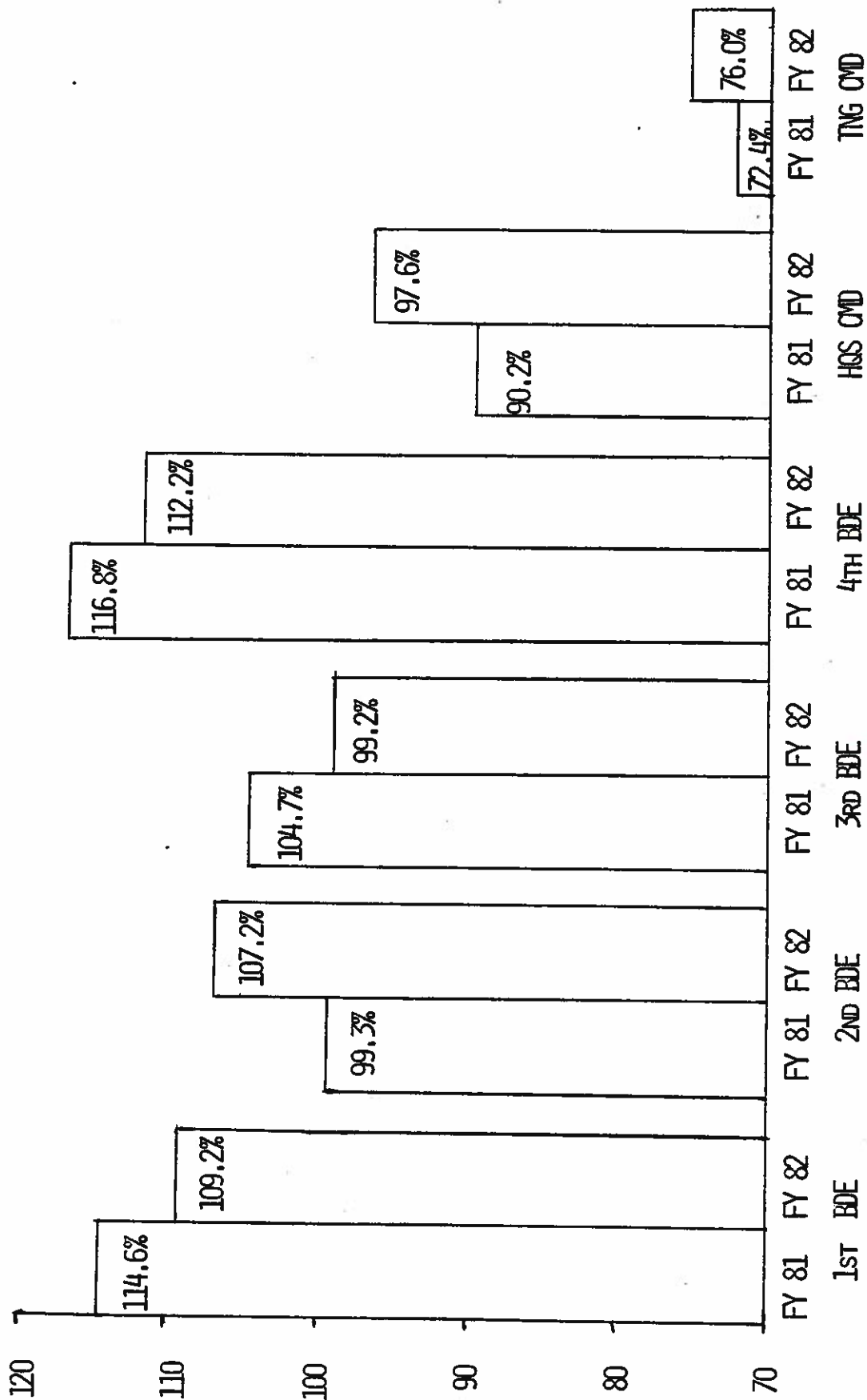
— DIVISION  
— 1ST ARMY



# DIVISION STRENGTH

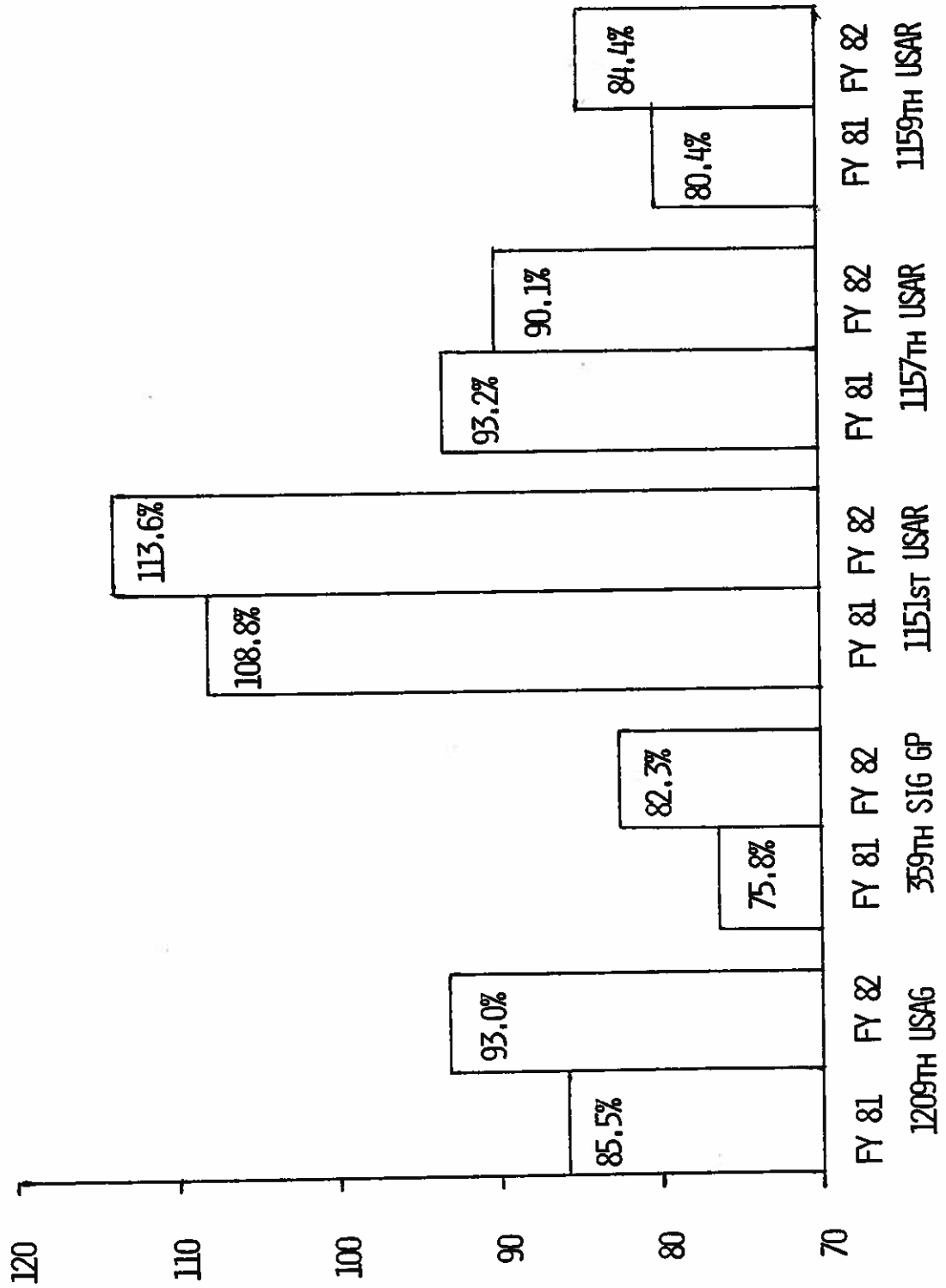


# PERCENT OF STRENGTH - ORGANIC MAJOR SUBORDINATE COMMANDS



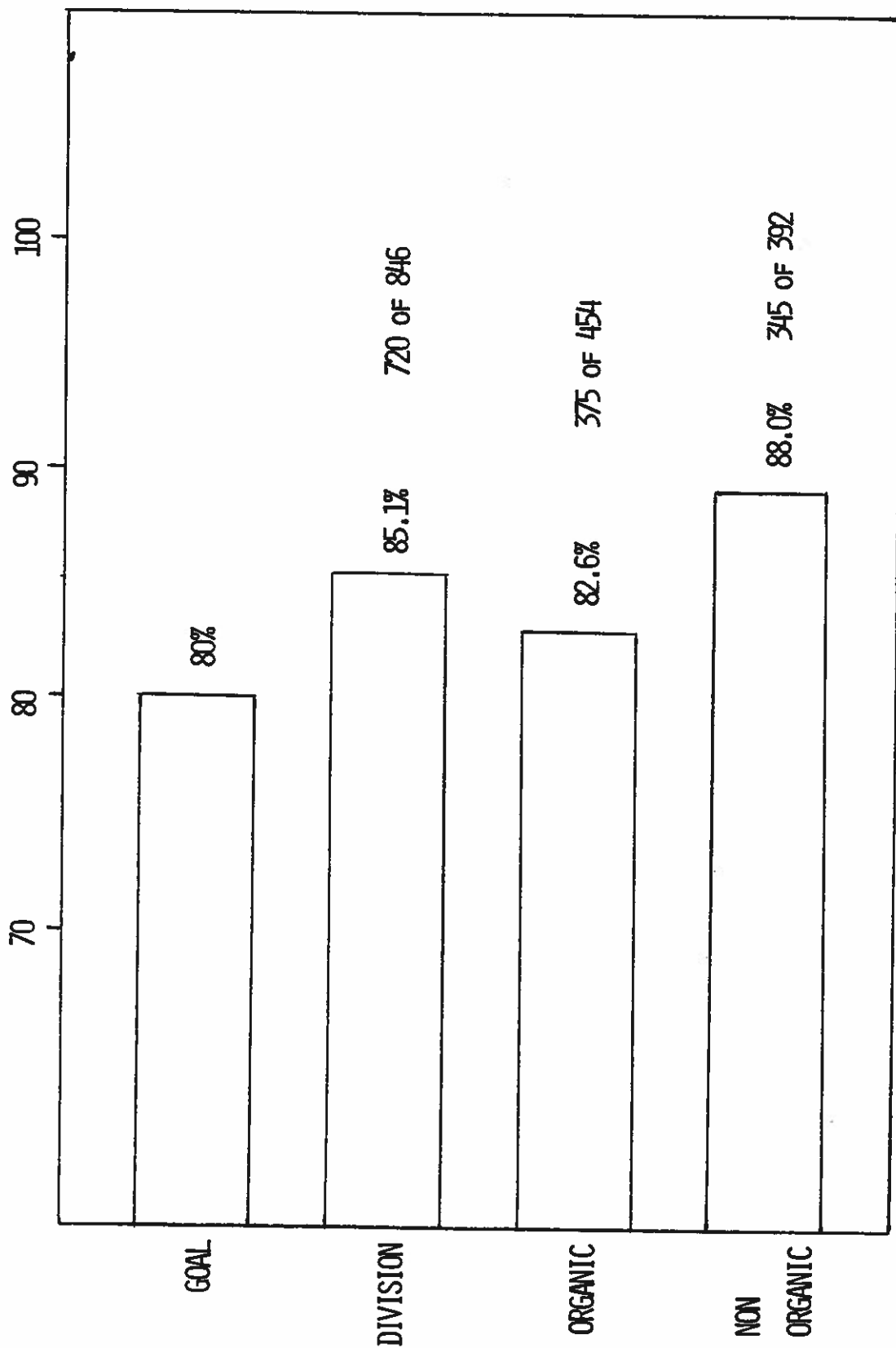
TAB C

PERCENT OF STRENGTH - NON-ORGANIC MAJOR SUBORDINATE COMMANDS



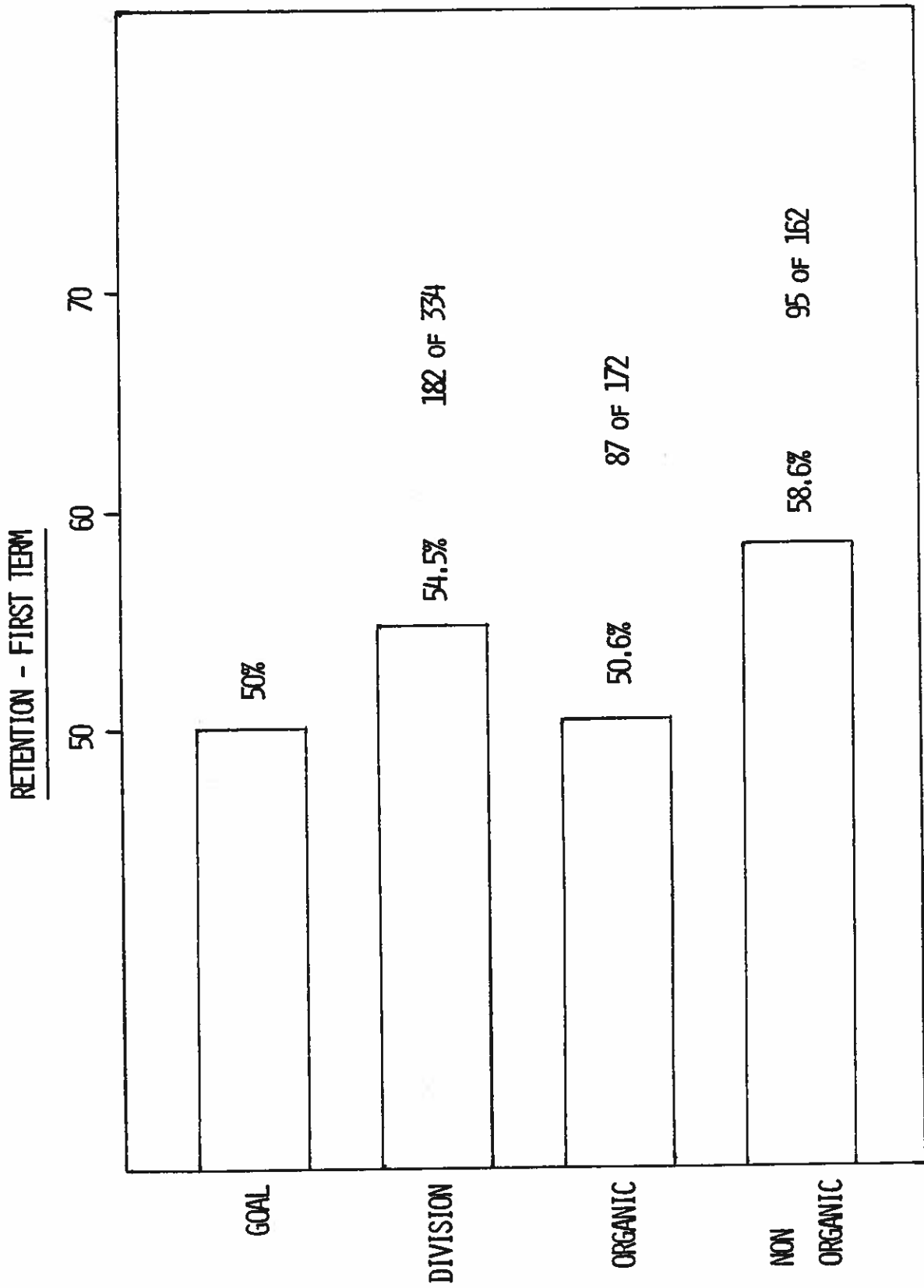
TAB D

RETENTION - CAREERISTS



FY 82

TAB E



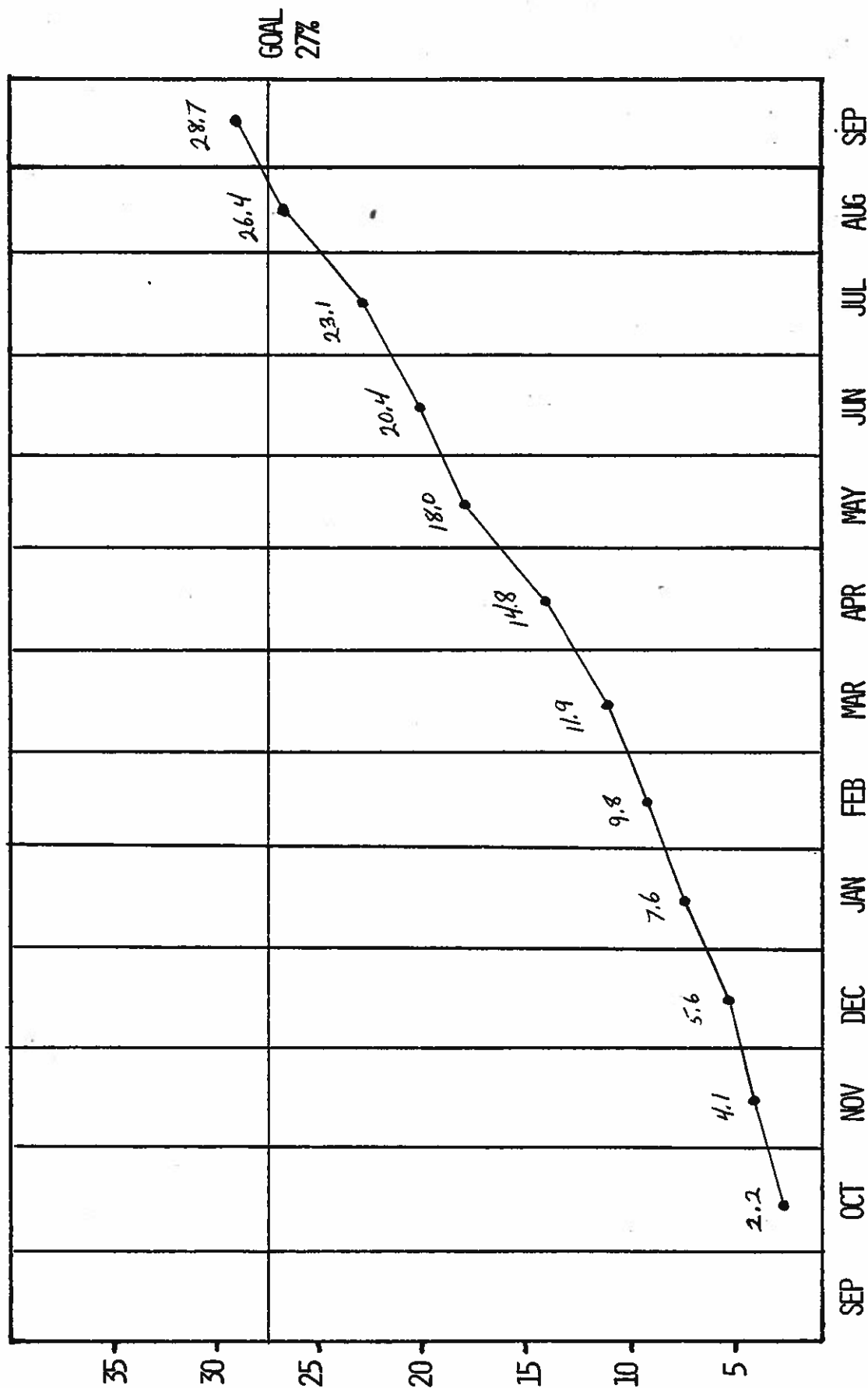
FY 82

TAB F

# ATTRITION RATE

98TH DIV (TNG)

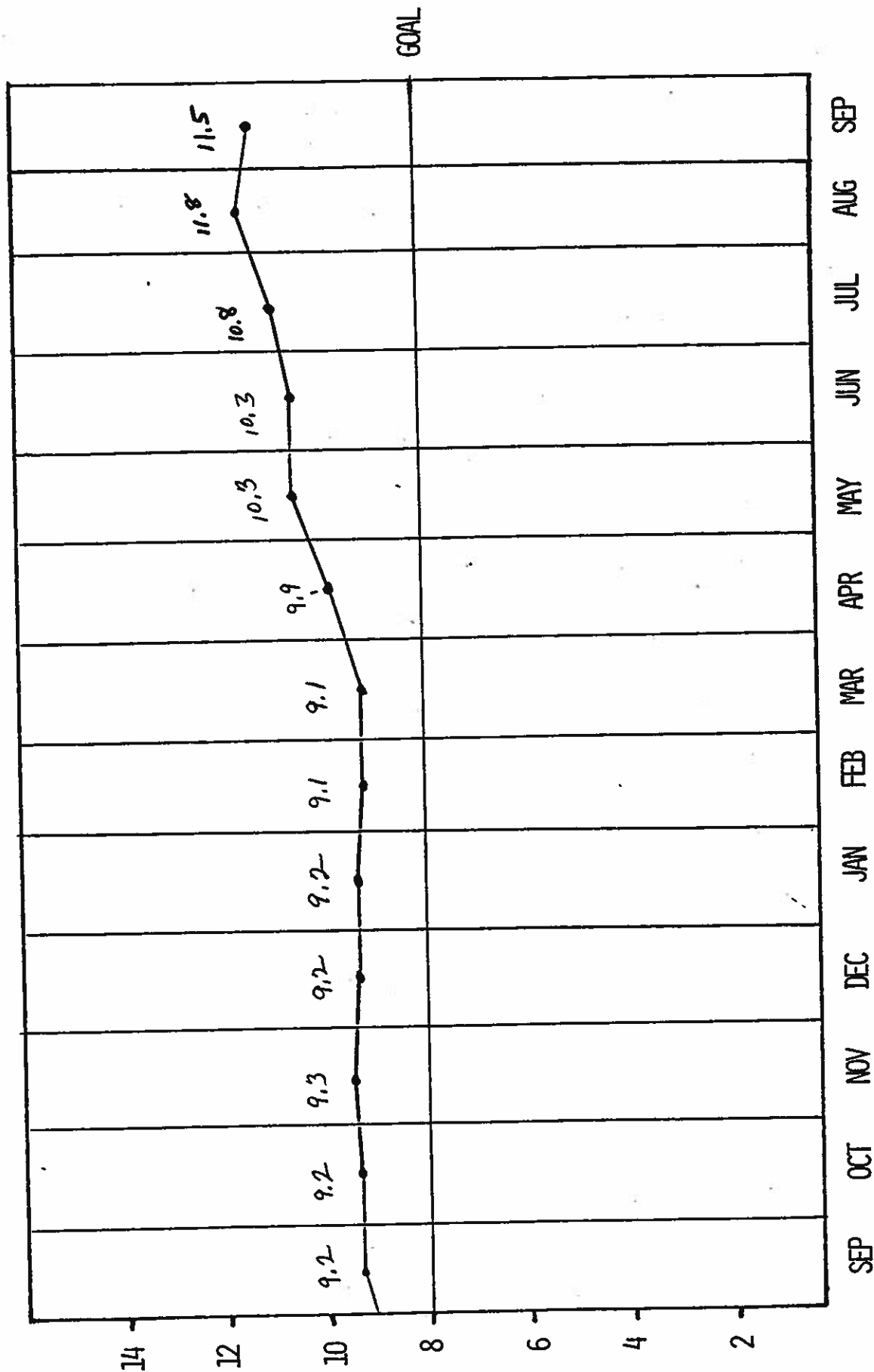
(ACCUMULATIVE FY 82)

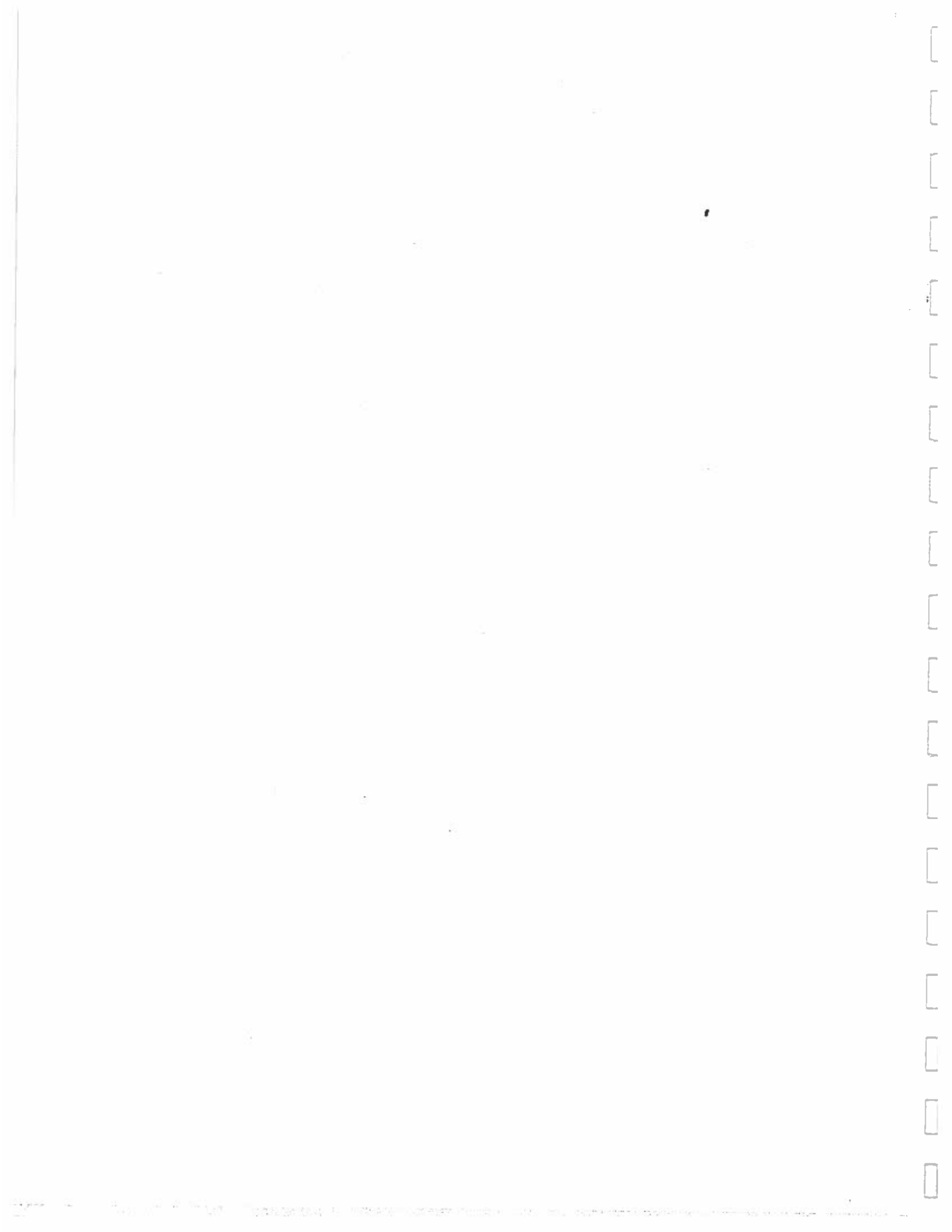




IRR RATE  
FY 82

98TH DIV (TNG)





# FACT SHEETS

## G-3



# FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu  
Telephone: Ext 235  
Date: 14 October 1982

SUBJECT: TY 84 Training Exercise Requirements

PURPOSE: To indicate mandatory training required for 98th Division units for TY 84

## FACTS:

1. All organic battalions of the 98th Division will be required to conduct SOT/FTX training during TY 84.
2. Non-organic units listed below will conduct training indicated by an (X) during TY 84:

<u>UNIT</u>	<u>FORMAL ARTEP</u>	<u>FTX</u>	<u>CPX</u>
359th Signal Gp		(X)	
401st CA Co		(X)	
402d CA Co		(X)	
403d CA Co		(X)	
414th CA Co		(X)	
425th MI Det		(X)	
454th MI Det		(X)	
98th Sig Bn	(X)		
692d Sig Co		(X)	
969th Maint Co		(X)	
300th Ordnance Bn		(X)	
409th PS Co		(X)	
277th QM Co		(X)	
332d Ord Bn		(X)	
962d Ord Co		(X)	
309th Ord Co		(X)	
1209th USAG			(X)
770th Engr Co	(**)		
413th S&S Bn		(X)	
1018th S&S Co		(X)	
1019th S&S Co		(X)	
HQ, 464th Engr Bn		(X)	
Co A, 464th		(X)	
Co B, 464th		(X)	
Co C, 464th		(X)	
Co D, 464th		(X)	
HQ, 479th Engr Bn		(X)	
Co A, 479th	(**)		
Co B, 479th	(**)		
Co C, 479th		(X)	
Co D, 479th		(X)	

NOTE: (\*\*) indicates formal ARTEP required for TY 83.

## FACT SHEET

AFKA-GCD-GC

Action Officer: 2LT Robson  
Telephone: Ext 238  
Date: 13 October 1982

SUBJECT: USR Report Errors (15 October 1982 USR Report)

PURPOSE: To inform Major Subordinate Commands about recurring USR errors common to 98th Division units.

### FACTS:

1. Following are major recurring errors:

a. G1 section of report:

(1) PSER Cards - Format and data incorrect.

(2) Assigned strength incorrect, authorized strength incorrect, and nonavailable personnel incorrect.

b. G3 section of report and common information:

(1) Ready cards MAE % not included or boxes should be blank.

(2) Letters of transmittal not signed by Company Commanders/no downgrade instructions.

c. G4 section of report:

(1) ERRAT cards incorrect.

(2) ESRAT cards missing.

(3) Equipment status section 8 of 2715 KAI card incorrect.

2. These errors result in lost time to both Division and unit personnel, in correction.

3. Commanders should assure these reports are correct before they leave their headquarters.

## FACT SHEET

AFKA-GCD-GC

Action Officer: SGM Marean  
Telephone: Ext 234  
Date: 13 October 1982

SUBJECT: Division NCOES Program

PURPOSE: To provide an update on the status of the NCOES Program within the Division as currently reported.

### FACTS:

1. The current status of NCOES, as reported, is shown on the attached.
2. Data has been extracted from that provided by Commanders at the USR Briefing on 25-26 September 1982. When not available, the data provided at the YTP Briefing held on 11-12 September 1982 was used. If neither was available, it is shown as unknown (UNK).
3. The data can be used to compare a unit's progress or compliance with established goals.

2 Incl

# NCOES PROGRAM

UNIT	PNCOC/BNCOC		ANCOC		SNCOC	
	ASSGND	QUAL	ASSGND	QUAL	ASSGND	QUAL
Hqs Cmd, 98th Div (Tng)	98	14	93	38	34	6
Tng Cmd, 98th Div (Tng)	52	3	64	29	16	3
HHC, 1st Brigade	15	Ø	9	4	6	Ø
1 Bn, 389th Regt, 1st Bde	53	7	38	3	9	3
2 Bn, 389th Regt, 1st Bde	61	2	62	3	11	Ø
3 Bn, 389th Regt, 1st Bde	63	4	66	6	9	5
HHC, 2d Brigade	16	2	9	3	6	6
1 Bn, 390 Regt, 2d Bde	53	Ø	38	4	7	Ø
2 Bn, 390 Regt, 2d Bde	34	Ø	50	17	7	Ø
3 Bn, 390 Regt, 2d Bde	34	14	47	24	9	8
1 Bn, 391 Regt, 2d Bde	29	Ø	30	12	5	1
2 Bn, 391 Regt, 2d Bde	42	Ø	44	Ø	7	Ø
HHC, 3d Brigade	15	1	18	2	8	6
1 Bn, 392 Regt, 3d Bde	40	1	92	29	12	3
2 Bn, 392 Regt, 3d Bde	37	4	59	23	10	9
3 Bn, 392 Regt, 3d Bde	37	Ø	62	17	8	7
3 Bn, 391 Regt, 3d Bde	42	3	48	19	7	5
HHC, 4th Brigade	10	4	15	9	6	5
1 Bn, 98 Regt, 4th Bde	38	12	65	15	7	5
2 Bn, 98 Regt, 4th Bde	48	28	75	33	7	6
3 Bn, 98 Regt, 4th Bde	28	16	46	30	6	Ø

845 115 1030 320 78

Inclosure 1



# NCOES PROGRAM

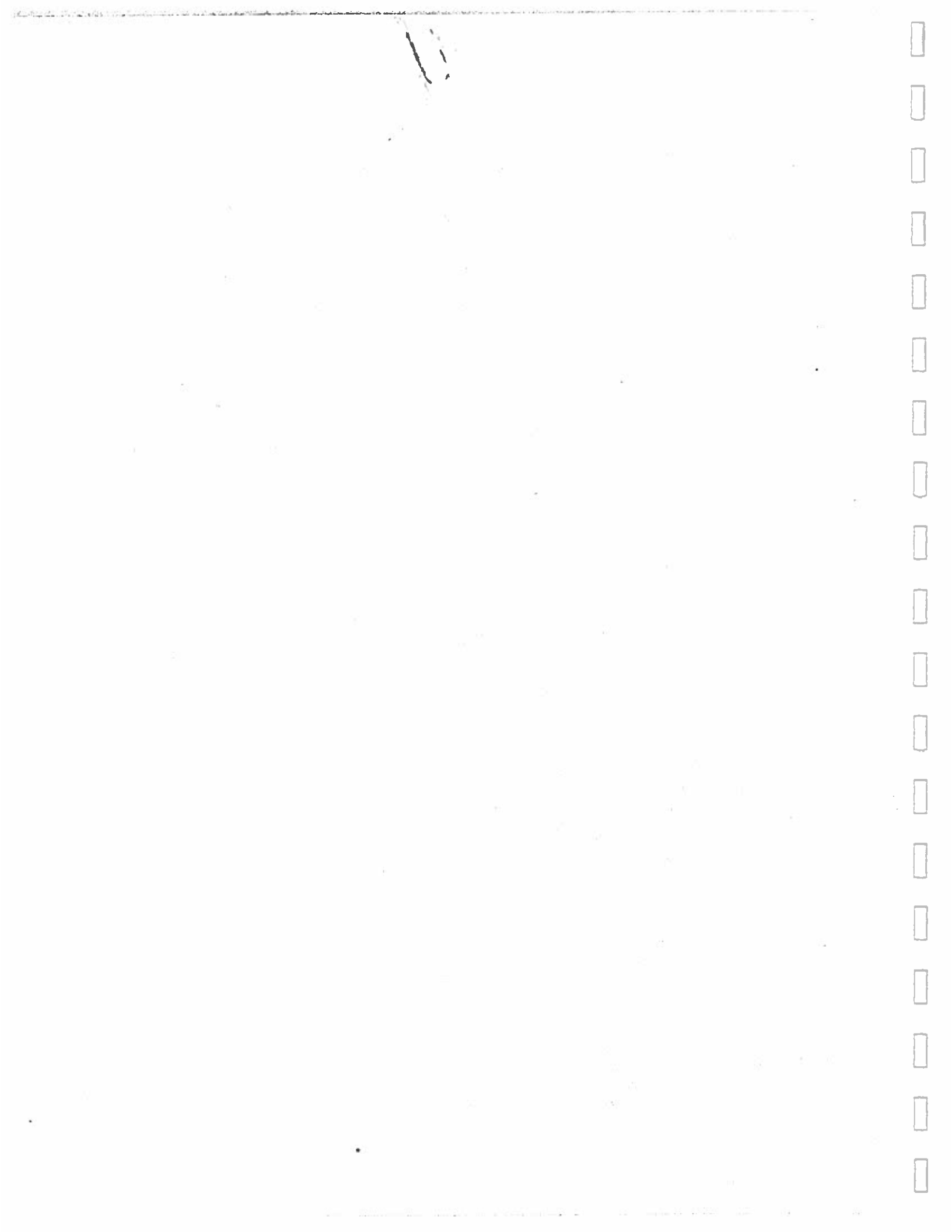
UNIT	PNCOC/BNCOC		ANCOC		SNCOC	
	ASSGND	QUAL	ASSGND	QUAL	ASSGND	QUAL
1209th USAG	115	29	72	13	16	7
464th Engr Bn	199	45	75	31	5	3
479th Engr Bn	301	16	122	24	7	6
770th Engr Co	59	16	19	4	1	0
413th Sup & Svc Bn	11	6	12	9	3	1
1018th Sup & Svc Co	45	9	13	3	1	1
1019th Sup & Svc Co	64	29	15	6	1	1
359th Signal Gp	24	7	13	6	5	2
425th MID	UNK	UNK	UNK	UNK	UNK	UNK
454th MID	UNK	UNK	UNK	UNK	UNK	UNK
401st CA Co	19	5	22	9	1	0
402d CA Co	32	26	19	0	1	0
403d CA Co	30	23	43	0	1	0
414th CA Co	40	25	24	5	1	0
98th Signal Bn	13	3	5	1	2	2
692d Signal Co	51	9	14	0	1	1
969th Maint Co	71	4	22	2	1	0
300th Ordnance Bn	25	10	13	7	5	4
277th QM Co	UNK	UNK	UNK	UNK	UNK	UNK
409th Pers Svc Co	29	1	22	1	5	0
332d Ordnance Bn	31	2	24	1	2	0
309th Ordnance Co	32	8	13	0	0	0
962d Ordnance Co	48	5	22	13	1	0
1151st USAR School	15	11	23	13	16	6
1157th USAR School	5	2	32	14	8	8
1159th USAR School	8	0	25	16	13	8

291

178

50

Inclosure 2



## FACT SHEET

AFKA-GCD-GC

Action Officer: CPT Tsibulsky  
Telephone: Ext 234  
Date: 13 October 1982

SUBJECT: USAR School Completion Report for TY 82

PURPOSE: To report the USAR School completion rates for TY 82.

### FACTS:

1. The data shown on the attachment is taken from the final USAR School completion reports for TY 82. The data is shown as a group of three numbers. The first number indicates the number of personnel enrolled, the second is the number who completed the course, and the third is the number dropped for non-attendance. An example 12/10/1 indicates that 12 people were enrolled, 10 completed, and 1 was dropped for non-attendance. In this example, one other person did not complete due to a reason other than attendance.
2. No attendance problems were reported to this headquarters during the training year, although it is obvious from the reports that a considerable attendance problem did exist.
3. Especially noteworthy are the number of personnel dropped from NCOES courses due to attendance problems. During TY 82, 236 personnel were enrolled in and failed to complete an NCOES course, 149 of these due to attendance problems.
4. Any blank areas indicate that the unit had no students/classes during the training year. This is important in the NCOES area in that there are no correspondence courses, unit schools, etc., that an individual can take. NCOES is only available through the USAR Schools during IDT or the FUSA NCO Academies during the AT period. Quota to the NCO Academies is so limited that a unit should not depend upon it solely.

1 Incl

# USAR SCHOOL COMPLETION REPORT

TY 82

NO. ENROLLED/NO. COMPLETED/NO. DROPPED, NON-ATTENDANCE

<u>UNIT</u>	<u>NCOES</u>	<u>MOS</u>
Headquarters Command		19/17/2
Training Command	16/10/6	28/10/18
HHC, 1st Brigade	1/1/0	2/1/1
1/389	13/8/5	13/5/8
2/389		
3/389	27/19/5	14/5/6
HHC, 2d Brigade	6/1/4	
1/390	21/5/12	
2/390		11/8/2
3/390	25/14/10	31/25/2
1/391	9/7/0	23/11/8
2/391		26/18/8
HHC, 3d Brigade	15/12/2	
1/392	34/22/7	11/6/5
2/392	19/19/0	
3/392	15/11/1	
3/391	22/16/2	
HHC, 4th Brigade	14/11/3	
1/98	18/15/2	
2/98	40/35/3	
3/98	41/33/2	

Inclosure 1

<u>UNIT</u>	<u>NCOES</u>	<u>MOS</u>
HQ, 1209th USAG	37/26/9	
HHC, 464th Engr Bn	15/9/2	
A Co	13/13/0	
B Co	20/13/4	
C Co	9/8/1	
D Co	3/2/1	8/8/0
HHC, 479th Engr Bn		
A Co		4/4/0
B Co		
C Co		8/7/0
D Co		11/9/2
770th Engr Co		
HHC, 413th S&S Bn		
1018th S&S Co	10/7/2	14/10/0
1019th S&S Co		

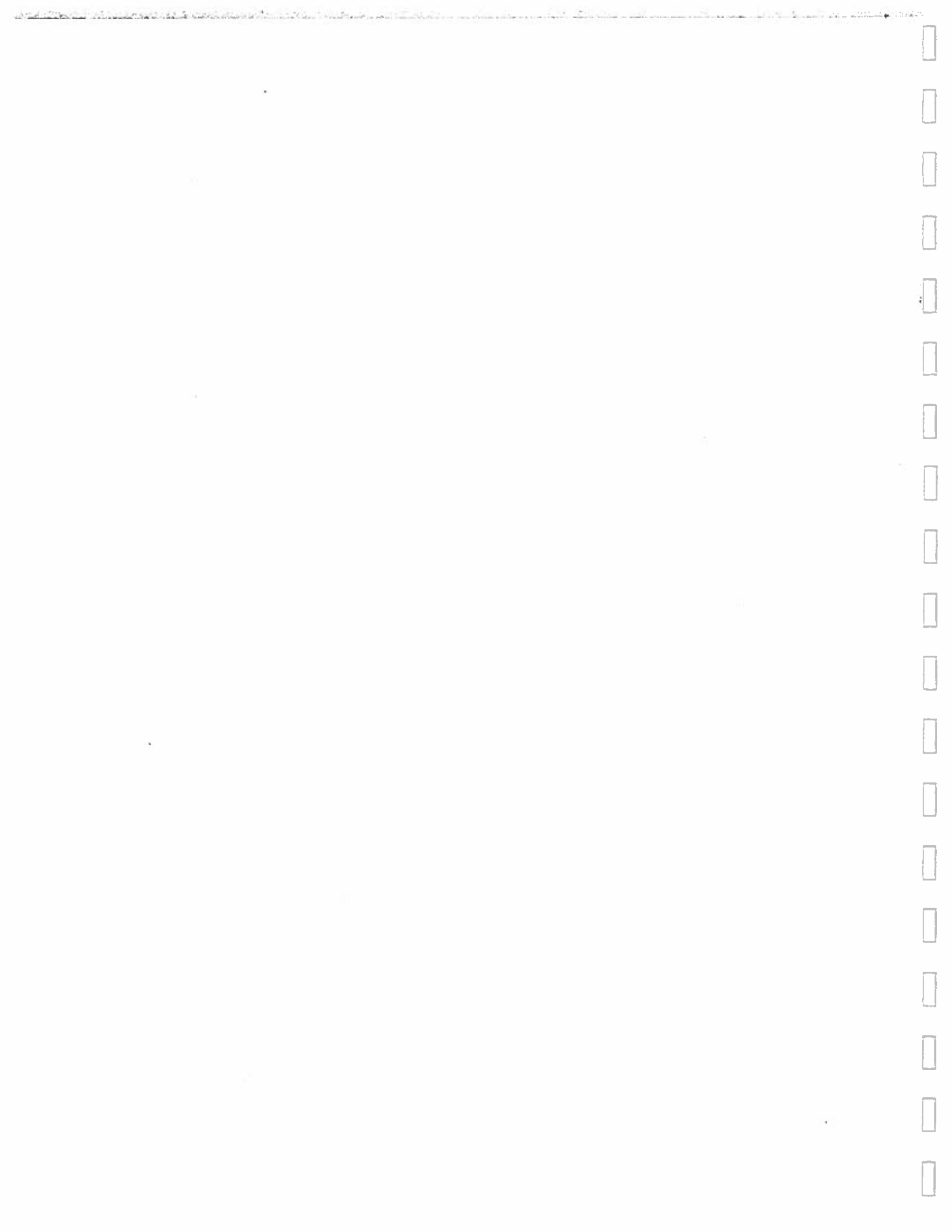
<u>UNIT</u>	<u>NCOES</u>	<u>MOS</u>
HHD, 359th Sig Gp	14/3/4	
98th Sig Bn		
692d Sig Bn	16/14/2	
969th Maint Co		
454th MID		
425th MID		
401st CA Co	21/13/7	
402d CA Co	23/11/1	
403d CA Co	8/8/0	
414th CA Co	20/9/7	11/3/4
HHC, 300th Ord Bn	7/6/1	
409th PS Co		
277th QM Co	15/8/7	
HHC, 332d Ord Bn		
962d Ord Co		
309th Ord Co		
1151st USAR School	8/5/1	
1157th USAR School	11/4/4	
1159th USAR School	3/3/0	4/3/0
NYARNG	33/16/7	343/207/66
77th ARCOM	69/57/7	37/24/6

COMPLETION BY SCHOOL AREA

	<u>OFFICER</u>	<u>NCOES</u>	<u>MOS</u>
1151st	53/41/8 77%/15%	237/156/45 65%/19%	215/119/46 55%/21%
1157th	104/74/17 71%/16%	162/112/50 69%/30%	230/131/29 60%/13%
1159th	126/110/1 87%/1%	314/209/54 67%/17%	205/133/41 65%/20%
Overall Completion	283/225/26 80%/9%	713/477/149 67%/20%	650/383/116 59%/18%

STUDENTS IN CANCELLED CLASSES

	<u>OFFICER</u>	<u>NCOES</u>	<u>MOS</u>
1151st	0	39	20
1157th	0	40	0
1159th	0	33	40





FACT SHEET

AFKA-GCD-GC

Action Officer: SGM Marean  
Telephone: Ext 235  
Date: 13 October 1982

SUBJECT: Division MOLC Status

PURPOSE: To provide an update on the status of the MOLC Program within the Division as currently reported.

FACTS:

1. The status of instructor qualification is shown on the inclosure.
2. Data has been extracted from the most current MOLC status report received. In those cases where the October 1982 MOLC report was not received, the most recent report was used.

1 Incl

# MOLC TRAINING STATUS

	COURSE MANAGER (MOLC QUALIFIED - 64 HOUR POI)				COURSE MANAGER TRAINER (MOLC QUAL & 2 DAY SEMINAR)
	<u>AUTH</u>	<u>ASSGD</u>	<u>QUAL</u>	<u>IN PROC.</u>	<u>QUAL</u>
1ST BDE	128 (88)	134 (80)	75 (33)	7 (3)	11
2D BDE	85 (184)	59 (134)	25 (32)	7 (19)	13
3D BDE	80 (160)	78 (142)	12 (29)	2 (9)	10
4TH BDE	170 (45)	170 (55)	129 (33)	34 (20)	12
TNG CMD*	159 (37)	94 (28)	19 (16)	16 (1)	2 (2)
1151ST	39 AI 10	36 AI 10	25 6	11 4	6
1157TH	33 AI 10	32 AI 10	27 AI 5	5 AI 5	0
1159TH	49	41	34	7	7
TOTAL	768 (514) AI 20	644 (439) AI 20	346 (143) AI 11	89 (52) AI 9	63
	1302	1103	500	150	

( ) Drill Sergeants

\* Includes Leadership Academy

AI Assistant Instructor

FACT SHEET

AFKA-GCD-GC

Action Officer: Mr. Streb  
Telephone: Ext 230  
Date: 13 October 1982

SUBJECT: MOS/SSI Qualification

PURPOSE: To provide current status of MOS/SSI qualification within the Division.

FACTS:

Inclosure 1 contains the Division MOS/SSI qualification status current through the October 1982 Unit Status Report submissions.

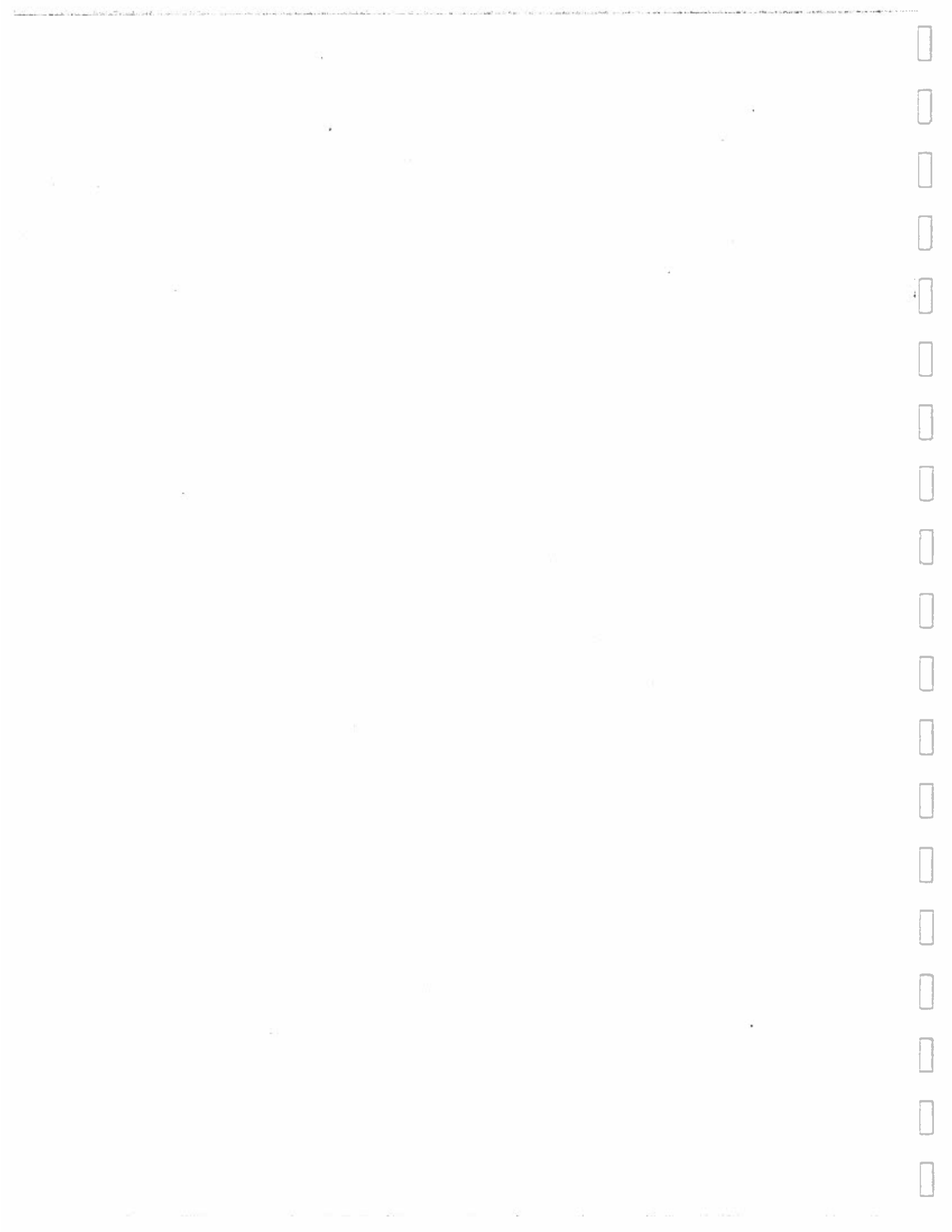
1 Incl  
as

<u>UNIT</u>	<u>REQUIRED STRENGTH</u>	<u>ASSIGNED STRENGTH</u>	<u>MOS QUAL Q3/Q5</u>	<u>MOS QUAL % USR RQD VS QUAL</u>	<u>MOS QUAL % DIV GOALS ASGD VS QUAL</u>
Hqs Cmd, 98th Div (Tng)	613	457	338	55	74
Tng Cmd, 98th Div (Tng)	1268	219	143	11	65
HHC, 1st Brigade	91	59	41	45	69
1 Bn, 389 Regt, 1st Bde	119	175	50	42	29
2 Bn, 389 Regt, 1st Bde	119	181	57	48	31
3 Bn, 389 Regt, 1st Bde	266	198	102	38	52
HHC, 2d Brigade	60	70	30	50	43
1 Bn, 390 Regt, 2d Bde	162	160	88	54	55
2 Bn, 390 Regt, 2d Bde	162	153	79	49	52
3 Bn, 390 Regt, 2d Bde	162	151	94	58	62
1 Bn, 391 Regt, 2d Bde	70	111	58	83	52
2 Bn, 391 Regt, 2d Bde	162	124	88	54	71
HHC, 3d Brigade	60	61	52	87	85
1 Bn, 392 Regt, 3d Bde	162	191	146	90	76
2 Bn, 392 Regt, 3d Bde	162	130	123	76	95
3 Bn, 392 Regt, 3d Bde	162	140	126	78	90
3 Bn, 391 Regt, 3d Bde	162	137	111	69	81
HHC, 4th Brigade	725	75	59	8	79
1 Bn, 98 Regt, 4th Bde	158	143	140	89	98
2 Bn, 98 Regt, 4th Bde	259	152	135	52	89
3 Bn, 98 Regt, 4th Bde	188	115	91	48	79
98th Div (Tng) (Organic) OVERALL	5292	3202	2151	41	67

Inclosure 1

UNIT	REQUIRED STRENGTH	ASSIGNED STRENGTH	MOS QUAL Q3/Q5	MOS QUAL % RQD VS	USR QUAL	MOS QUAL % DIV GOALS ASGD VS
1209th USAG	368	386	245	67		63
464th Engr Bn	773	623	282	36		45
479th Engr Bn	773	650	494	64		76
770th Engr Bn	125	123	81	65		66
413th Sup & Svc Bn	87	59	43	49		73
1018th Sup & Svc Co	151	153	111	74		73
1019th Sup & Svc Co	151	154	102	68		66
359th Signal Gp	53	66	51	96		77
425th MID	9	10	10	111		100
454th MID	9	9	9	100		100
401st CA Co	125	97	58	46		60
402d CA Co	125	114	81	65		71
403d CA Co	125	106	98	71		84
414th CA Co	125	110	89	71		81
98th Signal Bn	53	45	30	57		67
692d Signal Co	285	178	95	33		53
969th Maintenance Co	216	168	109	50		65
300th Ordnance Bn	80	87	69	86		79
277th QM Co	86	101	74	86		73
409th Pers Svc Co	220	174	77	35		44
332d Ordnance Bn	80	78	62	78		79
309th Ordnance Co	114	88	51	45		58
962d Ordnance Co	111	97	81	73		84
NON-ORGANIC UNIT TOTALS	4244	3676	2393	56		65
OVERALL DIVISION TOTALS	9536	6878	4544	48		66

Inclosure 2



FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Wooding  
Telephone: Ext 232  
Date: 13 October 1982

SUBJECT: Drill Sergeant Status

PURPOSE: To inform commanders and key personnel of the current drill sergeant qualification status of the Division.

FACTS:

The information contained on the enclosed 98th Division Form 87R was received from each Major Subordinate Command telephonically on 13 October 1982, to provide the most current information possible.

1 Incl

DRILL SERGEANT STATUS REPORT		TO: AFKA-GCD-GC 98th DIVISION (TNG) 2035 N. GOODMAN ST. ROCHESTER, NY 14609		FROM:		DATE: 13 October 1982	
UNIT	A AUTH	B ASGD	C CERTIFIED 78 POI	D CERTIFIED 80 POI	E DS STUDENTS IN SCHOOL	F ASGD NOT QUAL OR ENROLLED	G ASGD FEMALE DRILL SGTS
1/389th		11	7	4	9	0	1
2/389th		14	11	0	7	3	0
3/389th		35	28	6	14	7	0
4/389th		--	--	--	--	--	--
TOTAL 1st BDE		60	46	10	30	10	1
1/390th		37	17	7	13	28	0
2/390th		33	18	5	17	2	0
3/390th		24	20	10	9	0	0
2/391st		24	14	0	0	47	0
3/391st		33	11	15	8	6	0
TOTAL 2d BDE		151	80	37	47	83	0
1/392d		39	36	3	5	0	0
2/392d		32	20	5	16	2	0
3/392d		35	23	2	5	6	0
3/391st		38	26	2	17	3	0
TOTAL 3d BDE		144	105	12	43	11	0
HHC		0	0	0	0	0	0
1/98th		15	14	1	6	0	2
2/98th		18	6	12	4	0	0
3/98th		14	12	2	6	0	0
TOTAL 4th BDE		47	32	15	16	0	2
STC		13	5	3	4	1	0
Leadership Acad		14	4	5	3	2	0
TOTAL TNG CMD		27	9	8	7	3	0
98TH DIV TOTAL		429	272	82	143	107	3
REMARKS:							



## FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Wooding  
Telephone: Ext 232  
Date: 13 October 1982

SUBJECT: Physical Fitness

PURPOSE: To prescribe Army Physical Readiness Testing (APRT) requirements effective after 1 October 1982.

### FACTS:

1. All personnel under the age of 39 will participate in the three-event APRT (run, situps, pushups), unless excused for medical reasons. Anyone with a profile of 3 or 4 in the P, H or C position of their physical profile will not participate in testing until screened by the Division Surgeon.
2. All personnel age 40 or over will participate in the two-mile run if medically screened within six months of the test date.
3. All personnel age 40 or over that have not been medically screened will continue to participate in the four-mile march, in the times established for their age group.
4. All testing will be conducted in an annual training status.
5. Collective physical fitness training will only be conducted in an annual training status, and then only if personnel meet medical screening requirements.
6. Personnel will be encouraged to develop and participate in individual physical fitness programs.
7. Division SOP Section III, Annex JAA, prescribes specific guidance for the conduct of physical fitness testing and training.

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu  
Telephone: Ext 235  
Date: 14 October 1982

SUBJECT: 98th Division (Training) Command Weapons Listing and FY 83/84 Ammunition Allocation.

PURPOSE: To provide the Major Subordinate Commands a current list of authorized weapons and an advanced allocation of ammunition for FY 83 and FY 84.

FACTS:

At inclosure 1 is a listing of weapons authorized by unit and a recap of weapons by Major Subordinate Commands. Also shown is an advanced allocation of ammunition for weapons qualification for FY 83 and FY 84. Other ammunition such as demolitions and pyrotechnics will be allocated when FORSCOM/First Army allocation is received.



## FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu  
Telephone: Ext 235  
Date: 14 October 1982

SUBJECT: 98th Division (Training) Special AT Courses

PURPOSE: To provide the Major Subordinate Commands quotas and concept of the TY 83 and TY 84 98th Division (Training) Special AT Courses.

### FACTS:

1. During the periods 13-27 Aug 83 and 11-25 Aug 84, the 98th Division (Training) will be conducting a First Army/TRADOC approved Training Course at Fort Drum, NY.
2. Course quotas by Major Subordinate Commands are listed at Inclosure 1 and 2.
3. The course conducted at Fort Drum will be scenario-oriented in a 90% field environment. Soldiers attending the course will eat, sleep, and live in the field approximately 10 of 14 days with no time off for a middle weekend.
4. One of the most difficult and important aspects of the course will be the selection of those who will attend. Because the course will be both demanding and rewarding, only highly motivated and deserving individuals should be considered. Nominations for attendance will be made by unit First Sergeants. Final selections will be made by the first Command Sergeant Major in the chain of command. AT missions must be considered during the selection process.
5. Prerequisites for attendance are as follows:
  - a. Be in pay grade E1 thru E7.
  - b. Have a duty MOS in the course being conducted.
  - c. Attendance will be as alternate AT.
  - d. Be in good physical condition.
6. Applications of individuals selected to attend will consist of documents listed below. They will be forwarded to this Headquarters, ATTN: AFKA-GCD-GC, no later than 1 April 1983/84. Each Major Subordinate Command will insure packets are complete and properly filled out.
  - a. DA Form 1058 (98th Division overprint) - 2 copies.
  - b. Form 98-19 (98th Division manday space order) - 1 copy.
  - c. Mailing Label, Form 9-1 - 2 copies.
7. Points of contact this headquarters are:
  - a. SGM McCarthy, telephone 716-338-7400/237.
  - b. SFC Eccles, telephone 716-338-7400/235.

83 QUOTA  
62 Selected Series MOS's

	<u>62B</u>	<u>62E</u>	<u>62F</u>	<u>62J</u>	<u>62N</u>	
1st Bde	10	4	5	2	15	
2d Bde	0	0	0	0	0	
3d Bde	0	0	0	0	0	
4th Bde	0	0	0	0	0	
Tng Cmd	0	0	0	0	0	
HHC, 98	0	0	0	0	0	
1209th USAG	10	15	3	3	0	
359th SigGp	<u>0</u>	<u>1</u>	<u>2</u>	<u>0</u>	<u>0</u>	
Total	20	20	10	5	15	= 70

83 QUOTA  
12B MOS

1st Bde	15
2d Bde	30
3d Bde	25
4th Bde	0
Tng Cmd	15
HHC, 98	5
1209th USAG	30
359th SigGp	0
1st Army	<u>40</u>
Total	160

84 QUOTA  
51 Selected Series MOS's

	<u>51B</u>	<u>51C</u>	<u>51H</u>	<u>51K</u>	<u>51N</u>	<u>51R</u>	
1st Bde	8	5	30	5	5	5	
1209th USAG	2	1	1	0	2	2	
1st Army	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	
Total	12	8	33	7	9	9	= 78

84 QUOTA  
12B MOS

1st Bde	15
2d Bde	30
3d Bd3	25
4th Bde	0
Tng Cmd	15
HHC 98	5
1209 USAG	30
359th Sig Gp	0
1st Army	<u>40</u>
Total	160

# FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Wooding  
Telephone: Ext 232  
Date: 14 October 1982

SUBJECT: Division Reorganization - 17 November 1982

PURPOSE: To reflect the impact the reorganization will have on drill sergeant instructor authorizations.

## FACTS:

### 1. Drill Sergeants:

<u>Unit</u>	<u>Current Authorization</u>	<u>Authorization on 17 November 1982</u> (Note: Req & Auth Same)
1/389	16	24
2/389	16	24
3/389	56	60
4/389	0	60
1st Bde (Total)	88	168
1/390	40	60
2/390	40	60
3/390	40	60
1/391	24	60
2/391	40	60
2d Bde (Total)	184	300
1/392	40	60
2/392	40	60
3/392	40	60
3/391	40	60
3d Bde (Total)	160	240
1/98	15	18
2/98	15	18
3/98	15	18
4th Bde (Total)	45	54
STC	16	16
Leadership Academy	21	21
Tng Command (Total)	37	37
Division Total	514	799

AFKA-GCD-GC

SUBJECT: Division Reorganization - 17 November 1982

2. Instructor Authorizations:

<u>Unit</u>	<u>Current Authorization</u>	<u>Authorization as of 17 November 1982</u>	
		<u>Reqd</u>	<u>Auth</u>
HHC		135	35
1/389		58	58
2/389		104	104
3/389		0	0
4/389		0	0
1st Bde	128	297	197
 HHC		135	135
1/390		0	0
2/390		0	0
3/390		0	0
1/391		0	0
2/391		0	0
2d Bde	85	135	135
 HHC		135	135
1/392		0	0
2/392		0	0
3/392		0	0
3/391		0	0
3d Bde	80	135	135
 HHC		0	0
1/98		82	82
2/98		82	82
3/98		82	82
4th Bde	170	246	246
 HHC		113	113
STC		0	0
Leadership Academy		21	21
Tng Cmd	159	134	134
 Division Total	622	947	847



## FACT SHEET

AFKA-GCD-GC

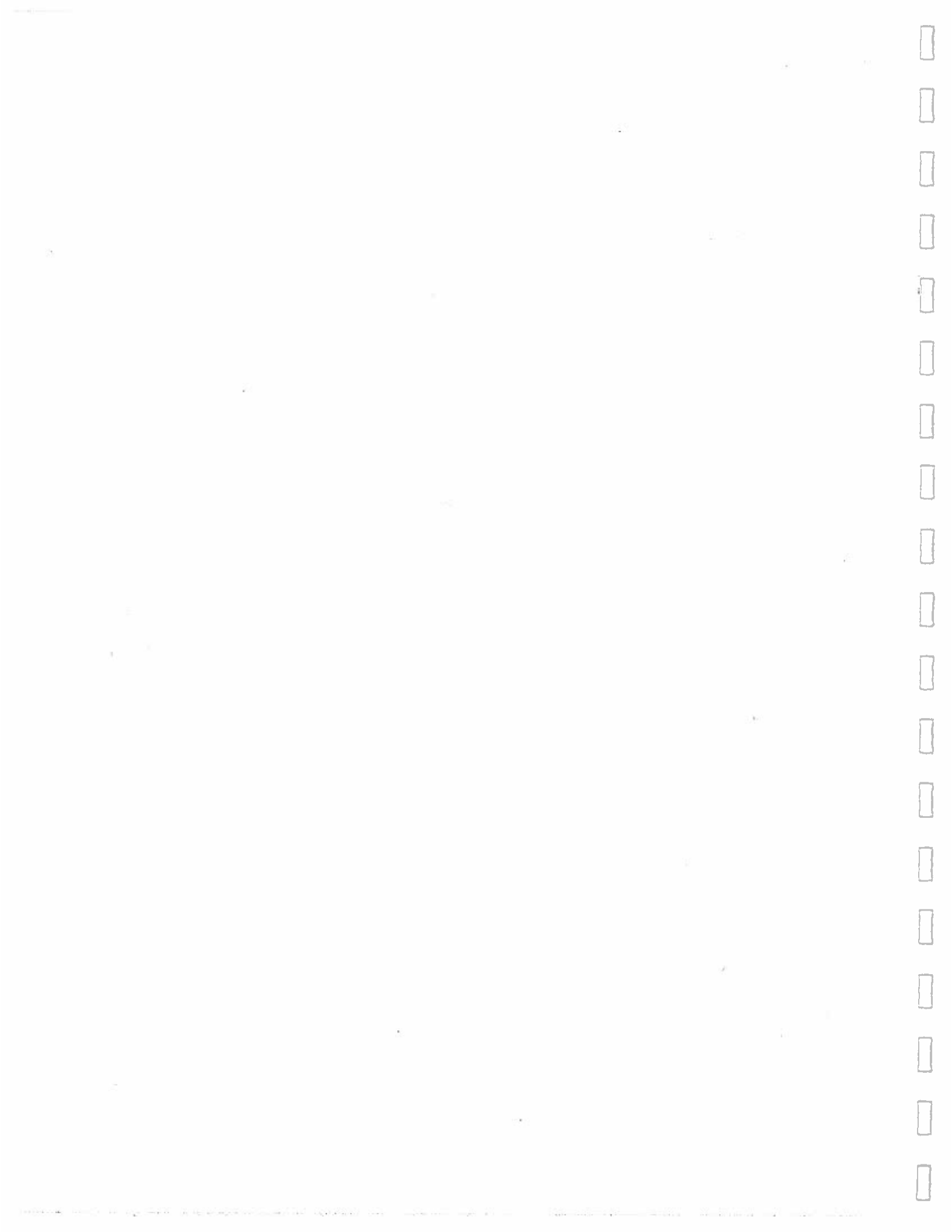
Action Officer: MAJ Bruce Davis  
Telephone: Ext 236  
Date: 13 October 1982

SUBJECT: Update on Mobilization Planning

PURPOSE: To inform the Major Subordinate Commands on (1) mobilization planning to date, (2) what to expect in TY 83, (3) alert requirements, (4) RC Unit Commanders' Guide for Mobilization, and (5) a member/dependent information packet being published.

### FACTS:

1. The 98th Division (Training) Mobilization Plan, dated 25 August 1982, has been approved for use by ARMR I. All units have been sent copies to incorporate in their mobilization files.
2. Items to be incorporated during TY 83 include FORSCOM Regulation 55-1, Unit Movement Planning, dated 1 May 1982, and the RC Unit Commanders' Handbook dated 5 August 1982 (see 4 below). More emphasis on actual exercising of the mobilization plan should be incorporated into unit Two Year and One Year Plans. The Division is scheduling mobilization workshops for all units in this fiscal year, dates to be announced.
3. Commanders are reminded that two test alerts are scheduled per year. One is called by ARMR I and the other by 98th Division (unless directed otherwise by this headquarters). A written report is required to be submitted to this headquarters, ATTN: AFKA-GCD-GC, within 30 days after the tests.
4. Volume III, Part 3, RC Unit Commanders' Handbook of the FORSCOM Mobilization and Deployment Planning System (FORMDEPS), dated 5 August 1982, has been sent to units for incorporation in their mobilization files. This document rescinds AR 135-300 and incorporates into one source numerous mobilization requirements which are applicable to all RC units.
5. A packet for reservists and their dependents, providing information pertinent to mobilization, is being drafted. It is scheduled to be published and distributed to all units by 31 March 1983.



## FACT SHEET

AFKA-GCD-GC

Action Officer: LTC Ferris  
Telephone: Ext 230  
Date: 13 October 1982

SUBJECT: Communications Security (COMSEC)

PURPOSE: To provide the current status of COMSEC accounts within the 98th Division (Training)

### FACTS:

1. The Army's main objective is the total encoding of all communications except those transmitted over approved circuits. Units which are authorized COMSEC equipment must be capable of obtaining COMSEC material.
2. Since July 1982, several letters were published by this headquarters to provide each unit that is authorized COMSEC equipment, with detailed instructions on establishing COMSEC accounts.
3. In response to one follow-up letter that was sent to Headquarters, 359th Signal Group and Headquarters, 1209th US Army Garrison on 7 July 1982, all units that require security containers for their authorized COMSEC equipment have submitted requisitions for those containers with the following exceptions:
  - a. 309th Ordnance Company.
  - b. 962d Ordnance Company.
4. At present, only the 359th Signal Group and the 98th Signal Battalion headquarters detachments possess COMSEC accounts. On 14 September 1982, this headquarters published a letter instructing all units that are to establish COMSEC accounts to forward their completed paperwork to this headquarters NLT 15 October 1982. Once these units receive their security containers, they will notify this headquarters who, in turn, will forward their requests for accounts to FUSA. The units designated by this headquarters to establish COMSEC accounts are the 464th Engineer Battalion, 479th Engineer Battalion, the 300th Ordnance Battalion, and the 332d Ordnance Battalion.
5. ARMR I will host a two-day training seminar for COMSEC custodians at Fort Devens on 30-31 October 1982. Four personnel from this headquarters, to include the Division Signal Officer and the Division Signal NCO, will attend.
6. This headquarters submitted a request for an administrative COMSEC account to FUSA on 7 September 1982.
7. For an overview of the current status of COMSEC within the 98th Division, see inclosures 1, 2 and 3.

3 Incls

UNIT LOCATION CONSEC ACCOUNT NUMBER		359 36 GP LIVERPOOL ST 1923			98 36 BN W. WEBSTER ST 1920			642 36 Co W. WEBSTER SO: 98368N			300 000 BN TANAWANDA TSA		
LIN	NOMENCLATURE	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION
C62375	Z-AIS										3		
E45766	HEN-18										2		
E45820	KYK-23							1			1		
E98103	KYK-13	2		2									
H01822	HG-30/5												
H02300	HW-7	4		2			17			2			
J95769	Z-ANG FOR HY-58												
L22987	HG-27						40						
N03758	KYX-15	2		2						1			
SO1373	KY-57 (REPLACES HY-58)	3		3						4			
SO1441	KY-58 (REPLACES HY-58)												
T40405	H02-18	2		2						1			
U01305	KY-38							1					
V98783	HYD-57	3		3						4			
W61351	KYX-57									4			
X22267	HIT-1A KY-8												
TOTAL MTR CONSEC ITEMS/UNIT:		26		14			57			21			
CONTAINERS REQUIRED (ESTIMATE):													
DRAWER TYPE		1		1			1			2			
MAP-PLAN TYPE		1		1			6			1			
DATE CONTAINERS REQUISITIONED:											30 AUG 82		
DATE ACCOUNT REQUEST SUBMITTED:		COMPLETED			COMPLETED			N/A					
STORAGE LOCATION:		LIVERPOOL			WEBSTER			WEBSTER			TANAWANDA		
* 2 IN HMC, 1 PER LINE COMPANY ** 7 IN HMC, 2 PER LINE COMPANY													

Inclosure 1

LIN	UNIT LOCATION CONSEC ACCOUNT NUMBER	277 OR Co NORFOLK HILLS 50: 300 OR Co			332 OR Co WATERLOO TBA			309 OR Co ELIZABETHTOWN 50: 331 OR Co			462 OR Co PLATTSBURGH 50: 332 OR Co			413 S-3 BN SCHENECTADY 50: 411 BN			1013 S-3 BN SCHENECTADY 50: 414 BN			1019 S-3 BN MATTYDALE 50: 309 S-3 BN		
		AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION
C62375	Z-AIT				2			2			2											
E45766	HIX-18				2																	
E45840	HIX-28				2																	
E98103	HIX-13				1			1			1											
H01222	HG-30/3							1			1											
H02300	HW-7	2			2			2			2			2			1			1		
J95769	Z-ANQ FOR HY-58																					
L22937	HG-27																					
N02753	HIX-15				1			1			1											
S01273	HY-57 (REPLACES HY-58)				4			2			2											
S01441	HY-58 (REPLACES HY-5)																					
T40405	H02-18				1			1			1						1			1		
U01305	HY-38																					
V98783	HYB-57				4			2			2											
W02251	HYX-57				4																	
X22267	HIT-1A HY-8																					
TOTAL HWS CONSEC ITEMS/UNIT :		2			11			11			11			2			3			3		
CONTAINERS REQUIRED (ESTIMATE):																						
DRAWER TYPE		0			2			1			1			0			0			0		
MAP-PLAN TYPE		1			1			1			1			1			1			1		
DATE CONTAINERS REQUISITIONED:		3 SEP 82			20 AUG 82									27 AUG 82			27 AUG 82			16 AUG 82		
DATE ACCOUNT REQUEST SUBMITTED:		N/A						N/A			N/A			N/A			N/A			N/A		
STORAGE LOCATION:		NORFOLK HILLS			WATERLOO			ELIZABETHTOWN			PLATTSBURGH			SCHENECTADY			SCHENECTADY			MATTYDALE		
* 2 IN HHC, 1 PER LINE COMPANY ** 7 IN HHC, 2 PER LINE COMPANY																						

Inclosure 2

UNIT LOCATION CONSEC ACCOUNT NUMBER		H4 ENR BN SEMINETARY TSA			H9 ENR BN WATERTOWN TSA			DET 1, 327 AMN MANCHESTER FLO			DIV AMN SEC MANCHESTER FLO			TOTAL		
LIN	NOMENCLATURE	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION	AUTHORIZED	ON HAND	ON REQUISITION
C62375	Z-AIS													6		
E45766	KIX-18													1		
E45820	KYK-23	6			6									17		
E98103	KYK-13							1						9		
H01822	HG-30/3													2		
H02300	HW-7	1			1									17		
J95769	Z-ANG FOR HY-38							10						10		
L22937	HG-27													10		
N02758	KYK-15													8		
S01372	KY-57 (REPLACES KY-58)													23		
S01441	KY-58 (REPLACES HY-5)							10						10		
T40405	KOZ-18	15			53									5		
U01305	KY-38													33		
V98783	HYD-57													25		
W60251	KYK-57													8		
X22267	HIT-1A KY-8							10			4			12		
TOTAL MAPS CONSEC ITEMS/UNIT :		22			22			31			3			73		
CONTAINERS REQUIRED (ESTIMATE):																
DRAWER TYPE		2			2			2			1			16		
MAP-PLAN TYPE		1			1			0			0			18		
DATE CONTAINERS REQUISITIONED:		14 July 82			28 Aug 82											
DATE ACCOUNT REQUEST SUBMITTED:								N/A			N/A					
STORAGE LOCATION:		SEMINETARY			WATERTOWN			MANCHESTER			MANCHESTER					
2 IN HHC, 1 PER LINE COMPANY																
7 IN HHC, 2 PER LINE COMPANY																

Inclosure 3

FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Brochu  
Telephone: Ext 235  
Date: 14 October 1982

SUBJECT: DRAFT AT 84 Schedule

PURPOSE: To provide Major Subordinate Command proposed AT 84 schedule.

FACTS:

1. At Inclosure 1 is a draft schedule of AT 84. Units should review this proposed schedule and provide the action officer listed above with any comments and/or potential conflicts NLT 30 November 1982.
2. Units without dates or locations listed for AT 84 will provide recommendations to the action officer NLT 30 November 1982.

1 Incl

UNIT	LOCATION	DATES	REMARKS
HHC, 98th Div	Ft Leonard Wood	Year Around	Main element 28 Apr - 12 May
Tng Cmd	Ft Leonard Wood	Year Around	
HHC, 1st Bde	Ft Leonard Wood	Year Around	
1/389	Ft Drum	11 Aug - 25 Aug	Support 98th Div Special 51 Course
2/389	Ft Leonard Wood	11 Aug - 25 Aug	
3/389	Ft Leonard Wood	25 Aug - 1 Sep	
4/389	Ft Leonard Wood	11 Aug - 25 Aug	
HHC, 2d Bde	Ft Leonard Wood	Year Around	
1/390	Ft Leonard Wood	12 May - 26 May	
2/390	Ft Leonard Wood	26 May - 9 Jun	
3/390	Ft Leonard Wood	9 Jun - 23 Jun	
1/391	Ft Leonard Wood	23 Jun - 7 Jul	
2/391	Ft Leonard Wood	7 Jul - 21 Jul	
HHC, 3d Bde	Ft Drum	11 Aug - 25 Aug	Host 98th Div 12B and 51 Courses
1/392	Ft Drum	11 Aug - 25 Aug	
2/392	Ft Drum	11 Aug - 25 Aug	
3/392	Ft Leonard Wood	5 May - 19 May	
3/391	Ft Drum	11 Aug - 25 Aug	
HHC, 4th Bde	Ft Leonard Wood	Year Around	
1/98	Ft Lee	21 Apr - 5 May & 6 - 19 May	
2/98	Ft Jackson	21 Apr - 5 May & 6 - 19 May	
3/98	Ft Leonard Wood	28 Apr - 12 May	5th Army Special Mission & MOB Station orientation
1151st USAR School	FIG	17 Jun - 1 Jul	
1157th USAR School	FIG	1 Jul - 15 Jul	
1159th USAR School	FIG	15 Jul - 29 Jul	



AT 84 - DRAFT

<u>UNIT</u>	<u>LOCATION</u>	<u>DATES</u>	<u>REMARKS</u>
1209th USAG	Ft Drum	Year Around	
464th Engr Bn	Ft Drum	29 Apr - 12 May	
479th Engr Bn	Ft Devens	29 Apr - 12 May	
770th En Co	Ft Drum	18 Aug - 1 Sep	
413th S&S Bn	TBD	TBD	
1018th S&S Co	Ft Drum	11 Aug - 25 Aug	
1019th S&S Co	Ft Drum	29 Apr - 12 May	
327th AVN Det 1	TBD	TBD	
98th Div AVN Sec	Ft Drum	25 Apr - 12 May	
359th Sig Gp	TBD	TBD	
98th Sig Bn	TBD	TBD	
692d Sig Co	TBD	TBD	
401st CA Co	Home Station	Year Around	(5 man cell RCODT)
402d CA Co	Home Station	Year Around	(5 man cell RCODT)
403d CA Co	Ft Drum	22 Jul - 5 Aug	Support 42d ID
414th CA Co	Home Station	Year Around	
300th Ord Bn	TBD	TBD	
309th Ord Co	TBD	TBD	
332d Ord Bn	Ft Drum	8 Jan - 21 Jan	(5 man cell RCODT)
962d Ord Co	Ft Drum	8 Jan - 21 Jan	Winter Exercise (3 man cell RCODT)
277th QM Co	TBD	TBD	
409th PS Co	Ft Devens/Ft Drum	Year Around	
969th Maint Co	Ft Drum	7 Apr - 21 Apr	
425th MI Det	Ft Bragg	TBA	
464th MI Det	Ft Bragg	TBA	



## FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bills  
Telephone: Ext 234  
Date: 6 October 1982

SUBJECT: BTMS Sustainment and Reinforcement

PURPOSE: To report the current status of BTMS programs within the command

### FACTS:

1. BTMS sustainment and BTMS implementation are separate subjects and must be treated as such.

a. BTMS sustainment refers to the training of newly assigned personnel who are not familiar with the program. BTMS sustainment may also refer to the training of those personnel who have been promoted or moved into positions requiring a more thorough knowledge of a higher level workshop.

b. BTMS implementation refers to a unit, any size unit, and its actual fulfillment in the accomplishment of the BTMS principles.

2. The sustainment of BTMS training may be accomplished as follows:

a. RG Seneca has included BTMS in its SAMP program. Units may request a specific workshop and have it presented at their USAR Center during a regularly scheduled drill or any other time.

b. The proper BTMS workshop is included in the POI of each NCOES course presented by the USAR Schools. BNCOC and PNCOC include TW, ANCOE includes PTW, and SNCOC includes the TSW.

c. The officer advance course presented by the USAR Schools includes the PTW in Phase IA and III. The C&GS program does not include a BTMS workshop.

3. The implementation of BTMS/ATMS (the Army Training Management System) can only be accomplished by the individual units and the personnel within those units. One area affecting the implementation is the ability of a higher headquarters to understand, work with, and provide guidance to subordinate units.

4. To help correct this problem and assist higher headquarters, RG Seneca developed a program entitled "Training Management for Headquarters Above Battalion". This program has been presented to the Division Command Group, Division Staff, and all Major Subordinate Commands (less USAR Schools). The program continues to be available thru the SAMP.

## FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ Bills  
Telephone: Ext 234  
Date: 8 October 1982

SUBJECT: OTE (Office of Training Evaluation) Visits

PURPOSE: To provide information on OTE inspections

### FACTS:

1. OTE visits are conducted unannounced and look into six functional areas as follows:

- a. Conduct of Training.
- b. Training Management.
- c. Yearly Training Program (YTP).
- d. Leadership.
- e. MOS Qualification Programs.
- f. Appearance of Personnel.

2. During a recent 12-month period, nineteen (19) 98th Division (Training) units received an OTE inspection. Seven of these units failed to meet standard in the YTP area and seven units (not necessarily the same seven) failed to meet standard in the MOS Qualification Program area.

3. The main reason that units fail to meet standards in the YTP is that the document is not functional. The YTP is not functional if it was not developed based upon the training needs and status of the unit, i.e., Unit Analysis. Also, the YTP is not functional if it is not being used or followed by the unit. It is relatively easy for an OTE inspector to determine if the YTP is a useful/functional document or just a piece of paper that was prepared to "punch a ticket".

4. In evaluating unit MOS Qualification Programs, OTE concerns itself with unit personnel who are not 5-digit MOS qualified. The OTE inspector investigates the unit's identification of nonqualified personnel, enrollment in qualification programs, and documentation of progress. Identification of nonqualified personnel is accomplished on the unit's IAA Form 143. Enrollment in programs could include USAR Schools, correspondence courses, unit training programs, etc. Documentation of progress can be accomplished within a formalized SOJT program or, more simply, a JOB BOOK. The lack of a JOB BOOK (either published or locally produced) with current entries causes many units to receive a "did not meet standards" rating.

## FACT SHEET

AFKA-GCD-GC

Action Officer: SFC Miles  
Telephone: Ext 237  
Date: 8 October 1982

SUBJECT: Refinements to SQT

PURPOSE: To inform personnel of refinements and changes to the SQT Program

### FACTS:

1. The SQT program is here to stay and, while being refined, will continue to provide personnel management and training feedback.
2. Implementation of the refinements to the SQT program will begin in early TY 83. Administration of SQT will continue.
3. SQT refinements will divide evaluation into two parts. First, commanders will be provided individual checklist which can be used to conduct year-round informal hands-on evaluation on tasks of their choice. Second, soldiers will take an Army-wide written proficiency test on their MOS as well as a separate test on common tasks.
4. Commanders will be able to conduct hands-on evaluation year-round using checklists which will be incorporated into as many Soldiers Manuals as possible.
5. All soldiers will be evaluated annually on MOS proficiency. More emphasis will need to be placed on year-round individual training as pre-training for test purposes will no longer be supported by a detailed notice. The test notice will consist only of a task list.
6. The annual test will be less burdensome. Written test will be given during a three month period. The written tests will be directly related to actual task performance.
7. All soldiers will take a common task SQT, to include a HOC, annually. Administration of the common task SQT may take place any time within the annual test period.

## FACT SHEET

AFKA-GCD-GC

Action Officer: SFC Miles  
Telephone: Ext 237  
Date: 8 October 1982

SUBJECT: SQT Summary Report

PURPOSE: To inform personnel of the SQT Summary Report

### FACTS:

1. The SQT Summary Report is sent from Fort Eustis every two months.
2. It is sent to each UIC that has submitted five (5) Mark Sense Forms in the same MOS and skill level during the two month reporting period. The report is sent directly to the address of the UIC without going thru any chain of command. This is done intentionally. Higher headquarters receive reports which include results of subordinate commands. Summary reports don't include Mark Sense Forms sent in marked for training only.
3. It lists the number of soldiers tested, the component and task number, the percent tested and the percent that passed for each task tested.
4. This listing assists the Commander in determining the effectiveness of his training program.

## FACT SHEET

AFKA-GCD-GC

Action Officer: MAJ DeMeyer  
Telephone: 716-338-7400, ext 233  
Date: 5 October 1982

SUBJECT: Headquarters, 98th Division (Training) Command Inspection Program  
TY 82 and TY 83

PURPOSE: To advise the Major Subordinate Commands of the status and results of the Command Inspection Program for Headquarters, 98th Division (Tng)

### FACTS:

1. The following Command Inspections were conducted during TY 82, with the following overall evaluations:

<u>UNIT</u>	<u>DATE</u>	<u>OVERALL EVALUATION</u>
Third Brigade	17 October 1981	Satisfactory
First Brigade	15 November 1981	"
359th Signal Group	19 December 1981	"
Headquarters Command	24 January 1982	"
Second Brigade	31 January 1982	"
1159th USAR School	22 February 1982	"
Fourth Brigade	13 March 1982	"
Training Command	14 March 1982	"
1157th USAR School	14 March 1982	"
1151st USAR School	23 March 1982	"
1209th USAG	3 April 1982	"

2. Command Inspections for TY 83 will be conducted for Major Subordinate Commands as follows, with final dates coordinated with unit drill dates:

<u>UNIT</u>	<u>DATE</u>
Third Brigade	17 October 1982
359th Signal Group	20 November 1982
First Brigade	21 November 1982
Second Brigade	January 1983
1157th USAR School	January 1983
1209th USAG	February 1983
1159th USAR School	February 1983
Fourth Brigade	March 1983
Training Command	March 1983
1151st USAR School	March 1983

3. Due to the proposed elimination of Headquarters Command, they are not scheduled for a Command Inspection.

4. The ten (1) most recurring deficiencies found during the TY 82 Command Inspection Program are listed at Inclosure 1.

1 Incl

# COMMAND INSPECTION PROGRAM - TY 82

## 10 MOST RECURRING DEFICIENCIES

	<u>HQS</u>	<u>TNG</u>	<u>1ST</u>	<u>2D</u>	<u>3D</u>	<u>4TH</u>	<u>359TH</u>	<u>1209TH</u>	<u>1151ST</u>	<u>1157TH</u>	<u>1159TH</u>
	<u>CMD</u>	<u>CMD</u>	<u>BDE</u>	<u>BDE</u>	<u>BDE</u>	<u>BDE</u>	<u>SIG GP</u>	<u>USAG</u>	<u>SCH</u>	<u>SCH</u>	<u>SCH</u>
DA Form 143, Col K Tng Programs	CE	CE	S	U	CE	S	S	U	S	NI	CE
Job Book Utiliza- tion	CE	CE	S	U	CE	NI	S	CE	S	S	NI
MOS Qualification	U	U	CE	CE	S	S	CE	CE	S	S	NI
SQT Status	NI	NI	CE	CE	S	S	NI	S	S	S	S
Staff Visits	CE	NI	NI	NI	S	S	CE	S	NI	NI	NI
Weight Control	CE	U	S	U	S	CE	S	CE	S	S	S
ESMA/Direct Commission Program	NI	CE	CE	S	S	S	S	CE	CE	CE	CE
Logistics Improve- ment Plan	U	U	S	NI	U	NI	CE	S	N/A	N/A	N/A
Retention	CE	CE	S	CE	CE	S	CE	U	N/A	N/A	N/A
Personnel Records (201 Files)	S	CE	S	S	S	CE	CE	CE	CE	S	S

S = Satisfactory  
 CE = Command Emphasis  
 U = Unsatisfactory  
 NI = Not Inspected  
 N/A = Not Applicable

Inclosure 1



**FACT SHEETS**  
**G-4**



FACT SHEET

AFKA-GCD-GD

Action Officer: Mr. Sheriff  
Telephone: 338-7400/242  
Date: 12 October 1982

SUBJECT: Organizational Clothing & Individual Equipment (OCIE) Shortages

PURPOSE: To insure that our early deploying forces (C to C15) are outfitted first

FACTS:

1. The following C to C15 units have less than half of their OCIE on hand:

- 1018th S&S Co.
- 1019th S&S Co.
- 401st CA Co.
- 409th Pers Svc Co.
- 309th Ord Co.
- 692d Sig Co.

2. The following units of the organic 98th Div have less than half of their OCIE on hand.

- HHC, 98th Div (Tng)
- Tng Cmd. 98th Div (Tng)
- 4th Brigade (CST), 98th Div (Tng)

3. The 4th Brigade (CST) has less than 25% of their authorized OCIE and would not be able to perform a FTX, CPX of any kind.

4. This section is holding unfinanced demands for all units and as soon as funds are available, will release them based on unit priority.

FACT SHEET

AFKA-GCD-GD

Action Officer: Mr. Sheriff  
Telephone: 338-7400/242  
Date: 12 October 1982

SUBJECT: MANDATORY ORGANIZATIONAL CLOTHING & INDIVIDUAL EQUIPMENT (OCIE FOR 98TH DIVISION (TNG)

PURPOSE: To inform the command what OCIE is required and the cost per individual

FACTS:

1. The mandatory LIN's required are:

B15825 Bag Waterproof Clothing  
B59567 Belt Individual Equipment  
B72225 Blanket Bed Wool (2 per indiv)  
C96536 Canteen Plastic  
D11812 Carrier Intrenching Tool  
D64043 Case First Aid  
D70550 Case Small Arms Ammunition (2 per indiv)  
FZ8747 Cover Helmet Camouflage  
F30391 Cover Canteen  
F32055 Coveralls, Flyers (To Flyers only)  
F54817 Cup, Water, Canteen  
H39835 Field Pack Combat  
H93071 Fork Mess  
K33400 Helmet, Flyers (To flyers only)  
K34733 Helmet Ground Troops  
L00210 Intrenching Tool  
L14475 Jacket Flyers (To Flyers only)  
L29321 Knife, Mess  
L71200 Helmet Liner Ground Troops  
N53095 Pan Mess  
P17415 or P17483 Poncho, Wet Weather Training  
T00150 Shelter Half W/Pin & Poles (1 per EP 2 per Off)  
U06645 Spoon Mess  
U48674 Strap Tie Down (2 per indiv)  
U73323 Suspenders, Individual Belt

2. The cost per individual for the 22 LIN's is \$282.00.

FACT SHEET

AFKA-GCD-GD

Action Officer: SFC Rawleigh  
Telephone: 338-7400/244  
Date: 14 October 1982

SUBJECT: Property Accountability

PURPOSE: Provide Adjustment Document Data for FY79, 80, 81 and 82

FACTS:

Adjustment Document Data shown at Tabs A and B

2 Incls  
TAB A  
TAB B

# REPORT OF SURVEY

## 98TH DIVISION (TRAINING)

(30 SEP 82)

	<u>FY79</u>	<u>FY80</u>	<u>FY81</u>	<u>FY82</u>
# OF SURVEYS (TOTAL/APPROVED)	163/163	110/110	141/137	103/53
# HELD LIABLE	38	65	82	37
% HELD LIABLE	23	59	60	69.8
SURVEY \$ (TOTAL/COMPLETE)	220.7/220.7	73.1/73.1	67.2/61.1	51.9/13.1
\$ RECOUPED/% RECOUPED OF COMPLETED SURVEYS	9.6/4.4	8.6/11.8	7.6/12/4	5.4/41.2
# OCIE SURVEYS/% OF TOTAL	74/46	89/81	122/87	73/71
% OCIE SURVEYS HELD LIABLE	42	73	66	80.5

NOTE: Dollar Cost is in Thousands (\$1,500.00 = 1.5)

REPORT OF SURVEY  
FOR  
-OCIE-

BY MAJOR SUBORDINATE COMMAND

	<u>98TH DIV</u>	<u>1ST BDE</u>	<u>2D BDE</u>	<u>3D BDE</u>	<u>4TH BDE</u>	<u>359TH</u>	<u>1209TH</u>
FY79	2	6	11	1	0	18	37
FY80	1	4	17	0	1	11	53
FY81	10	0	3	7	1	13	91
FY82	7	5	3	2	2	6	48

OCIE - Organizational Clothing and Equipment





FACT SHEET

AFKA-GCD-GD

Action Officer: CW2 DiQuattro  
Telephone: 338-7400/239  
Date: 14 October 1982

SUBJECT: 98th Division Food Service Program

PURPOSE: Provide the Commander with a status of the 98th Division Food Service Program

FACTS:

1. Major Areas of Concern:

a. DA Form 2970 - Quarterly Subsistence Report, submitted quarterly (Jan, Apr, Jul and Oct), reflects the monetary status of all units drawing rations within the 98th Div (Tng) (TAB A indicates status for 1st, 2d and 3d Quarters).

b. Ration Requests: Units required to request meals 60 days prior to scheduled MUTA with appropriate forms to correspond with requirements from support installations (TAB B).

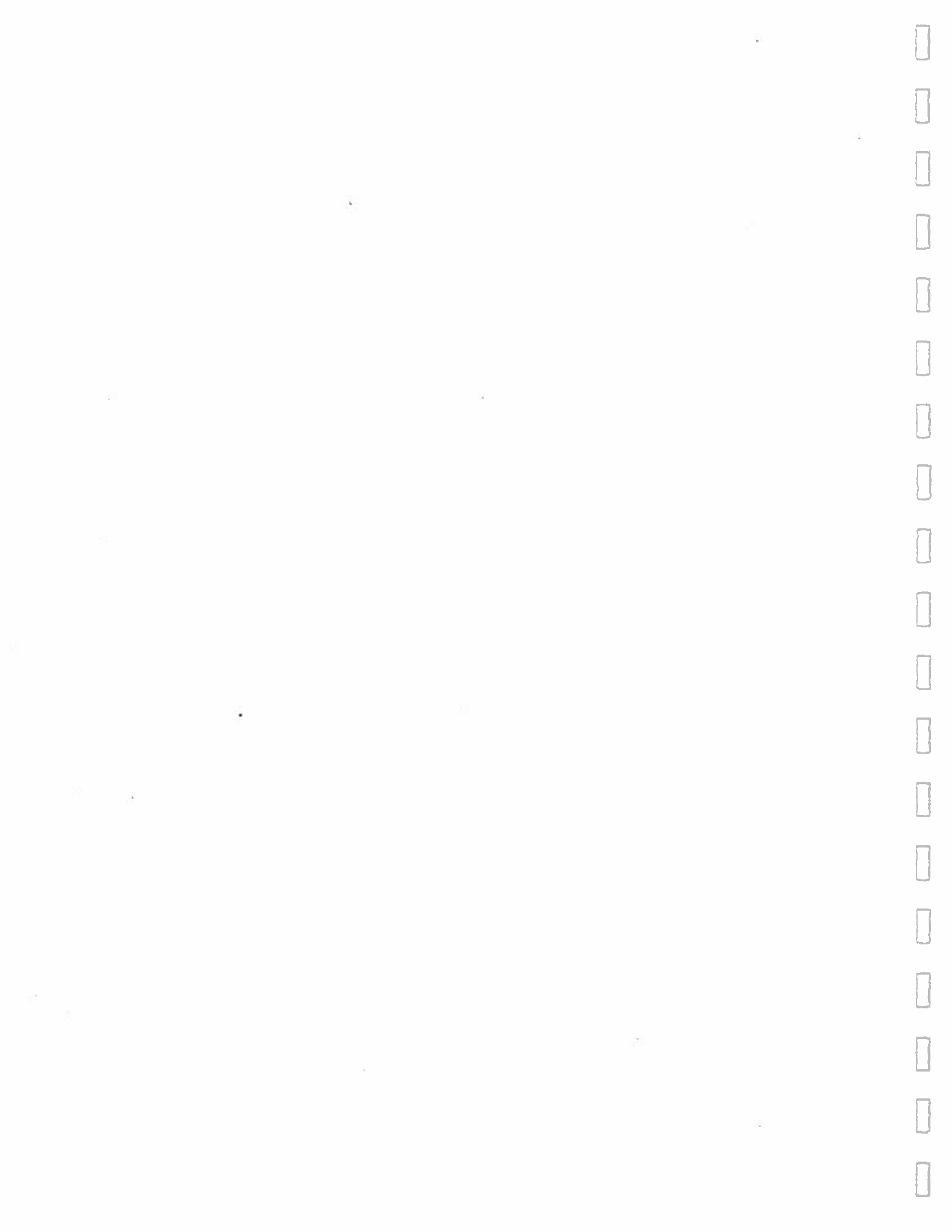
(1) Current Forms: (DA 2970, DA 3161, DD 3953 and AF 287)

(2) Current Meal/Issue Reference: SB 10-263

c. Semi-Annual Review of Dining Facility Accounts - Reviews are required for periods Oct-Mar and Apr-Sep must be completed within 60 days after close of review period (Status at TAB B).

2. Quarterly DA Forms 2970's: For first three quarters during FY82 indicate units have continued to manage were within allowable percentages.

2 Incl  
TAB A  
TAB B



# DA 2969 QUARTERLY SUBSISTENCE REPORT

## 1st QTR ( Oct-Dec)

COMPUTED VALUE	MAN DAYS FED	ALLOWANCE EARNED d (bxc)	PER CAPITA DAILY ALLOWANCE e (d+c)	COST OF FOOD ISSUED/SERVED	PER CAPITA COST g (f+c)
b	c			f	
4.69	7197.4	33,770.64	4.69	36,394.43	5.06

% Units  
Reported

100%

## 2d QTR (Jan-Mar)

COMPUTED VALUE	MAN DAYS FED	ALLOWANCE EARNED d (bxc)	PER CAPITA DAILY ALLOWANCE e (d+c)	COST OF FOOD ISSUED/SERVED	PER CAPITA COST g (f+c)
b	c			f	
4.18	7781.0	32,519.68	4.18	30,895.37	3.97

100%

## 3d QTR (Apr-Jun)

COMPUTED VALUE	MAN DAYS FED	ALLOWANCE EARNED d (bxc)	PER CAPITA DAILY ALLOWANCE e (d+c)	COST OF FOOD ISSUED/SERVED	PER CAPITA COST g (f+c)
b	c			f	
4.20	6386.4	26,819.85	4.20	27,262.04	4.27

98%

## 4th QTR (Jul-Sep)

COMPUTED VALUE	MAN DAYS FED	ALLOWANCE EARNED d (bxc)	PER CAPITA DAILY ALLOWANCE e (d+c)	COST OF FOOD ISSUED/SERVED	PER CAPITA COST g (f+c)
b	c			f	

## TOTAL YTD

COMPUTED VALUE	MAN DAYS FED	ALLOWANCE EARNED d (bxc)	PER CAPITA DAILY ALLOWANCE e (d+c)	COST OF FOOD ISSUED/SERVED	PER CAPITA COST g (f+c)
b	c			f	
4.36	21,364.8	93,110.17	4.36	94,551.84	4.43

STATUS

OVERDRAWN

UNDERDRAWN

%

.015

DOLLARS

1441.67

## RATION REQUESTS:

Majority of units are utilizing correct forms for ordering meals. Primary concern is with units on Local Purchase, Approximately 40% (9 of 22) are not using DD Form 3953.

Units have continued to improve their ration request procedures with regard to issue factors and correct meals. Problem still remains in that submissions of ration requests are still a concern, late requests have been averaging 30-35%

SEMI ANNUAL REVIEWS: 29 of 56 units have reported.

The following is a listing of units that have not reported:

### 1st Bde

HQ 1/389/1  
HQ 2/389/1  
Co A 2/389/1  
Co B 2/389/1  
HQ 3/389/1  
Co C 3/389/1

### 2d Bde

None

### 3d Bde

None

### 1209th USAG

HHD 1209th USAG  
1019th S&S Co  
464 Engr Bn (A,B,C,D)  
479 Engr Bn (A,B,C,D)

### 4th Bde

None

### 359th Sig Gp

HHD 359th Sig Gp  
309th OD Co  
409th Pers Svc Co  
277th QM Co  
401st CA Co  
402d CA Co  
403d CA Co  
414th CA Co  
682d Sig Co  
969th Maint Co  
962d OD Co  
300th OD Bn  
332d OD Co

FACT SHEET

AFKA-GCD-GD

Action Officer: MAJ Beutel  
Telephone: 338-7400/240  
Date: 14 October 1982

SUBJECT: Maintenance

PURPOSE: To inform Commanders at all levels of the current maintenance posture of the Division

FACTS:

1. Indications by Staff Visits, CLRT and LAAT Inspections, reflect that PMCS is still not being performed.

a. The following units of the 359th Signal Group are substandard and need immediate attention:

401st Civil Affairs Company

692d Signal Company

962d Ordnance Company

2. The Materiel Condition Status Report (DA Form 2406) continues to have many errors. Use of the LOI dated 16 Jul 81 must be adhered to.

3. To 40% Organization Maintenance mandated by MG Rappl is not being accomplished by many units. It is imperative that more organizational maintenance be performed at unit level.

## FACT SHEET

AFKA-GCD-GD

Action Officer: MAJ Beutel  
Telephone: 338-7400/240  
Date: 14 October 1982

SUBJECT: Maintenance Top "20" Program

PURPOSE: To improve the maintenance posture of the Division

### FACTS:

1. The Top "20" Program is a report from the AMSA's to 98th Division Headquarters with a listing of 20 items of equipment that are over 180 days of downtime. The unit involved, item of equipment, reason, number of non-available days, days deadlined, job order, date submitted to AMSA or SMA, nomenclature of parts, priority, NSN of part requisition, and estimated completion date. As items of equipment are brought back into service, equipment over 180 days is added.
2. In May 1982 there were 68 pieces of equipment in the Division over 180 days deadlined. As of 1 October 1982 all of the original pieces of equipment are off the program and replaced with other items. To date, approximately 105 pieces of equipment have been returned to service.
3. In December 1982 this program will be implemented in the major subordinate commands. It will show the commander what items of his equipment are over 180 days deadlined, and follow up action should be taken to expedite the repairs.
4. An LOI will explain in detail how the program works to benefit the commander.

FACT SHEET

AFKA-GCD-GD

Action Officer: CPT Stone  
Telephone: 338-7400/244  
Date: 14 October 1982

SUBJECT: POL

PURPOSE:

Provide cumulative POL data by Major Subordinate Command

FACTS:

1. The 98th Division POL program was revised by publication of 98th Div Cir 703-1. Mobility Fuel Management Program, dated 1 October 1982
2. POL Data 4th Qtr, FY82 shown at TAB A

1 Incl  
TAB A

UNIT	MOGAS GAL	DIESEL GAL	AVGAS GAL	JP-4 GAL	MOGAS ALLOC%USED	DIESEL ALLOC%USED	AVGAS ALLOC%USED	JP-4 ALLOC%USED
359TH	20,680	9,244			52,000 40%	21,000 44%		
1209TH	21,126	10,265			47,000 45%	36,000 29%		
1ST BDE	2,796	724			4,800 58%	4,000 18%		
2D BDE	1,313	361			2,900 45%	1,500 24%		
3D BDE	682	213			2,900 24%	1,500 14%		
4TH BDE	452	0			1,000 45%	1,500 0%		
HQ CMD	3,484	1,675			4,3000 89%	1,500 112%		
TNG CMD	138	0			4,100 3%	0 0%		
ASF#6			19,617	48,862			30,000 65%	90,00 54%

NOTE: ABOVE FIGURES DOES NOT INCLUDE ANY FUND TRANSFERS FROM SUPPORT INSTALLATIONS



FACT SHEET

AFKA-GCD-GD

Action Officer: MAJ Clement  
Telephone: 338-7400/245  
Date: 14 October 1982

SUBJECT: Processing 98th Division Transportation Requests

PURPOSE:

Provide direction and support to the 98th Division Units requiring commercial transportation for movement to and from IDT/AT/Mobilization Sites

FACTS:

1. Annex F, 98th Div Cir 350-4 has been updated through Sep 82 to include changes to DD Form 1287 (Request for Commercial Transportation) in accordance with Fort Drum Transportation SOP.
2. 90% of the Unit Movement Plans arrived at this headquarters within the 90 day requirement.
3. Transportation Section monitors the Division Annual Training Schedule and notified units directly when suspense dates are overdue.
4. Division reviews all DD Form 1287 for accuracy. Coordinates with all other sections (G3, Food Svc, Maint, RM, Finance, etc) to insure all requirements are completed on time and forwards the completed package to Fort Drum.
5. Major Subordinate Commands are still not reviewing requests for commercial transportation from subordinate units, only forwarding them on to this headquarters. This is evident via numbers and types of reoccurring errors found. (Meal Cards for Officers, Movement dates, etc.)
6. The G-4 MOBEX 83 workshop analysis determined 90% of the MOBEX units had not implemented the changes within the 98th Division (Tng) Mobilization Plan. It is estimated that the percentage throughout the Division is probably the same.
7. Transportation Officer in conjunction with the G-4 will update the transportation section of the division mobilization plan to clarify problem areas and will attend mobilization workshops to insure subordinate units implement the plans.

## FACT SHEET

AFKA-GCD-GD

Action Officer: MAJ Clement  
Telephone: 338-7400/245  
Date: 14 October 1982

SUBJECT: Division Operator Testing/Licensing Program

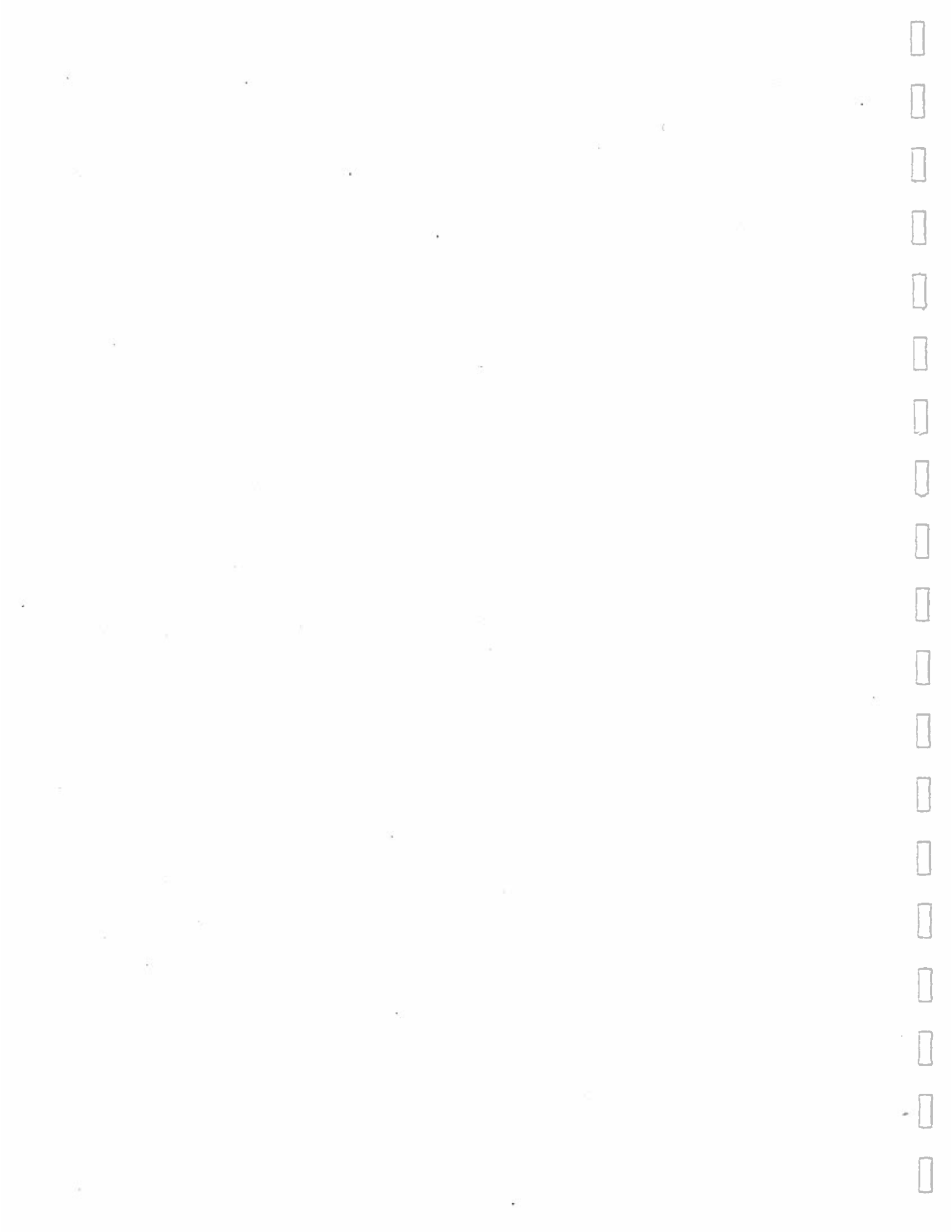
PURPOSE: To inform the Command/Staff on the status of the program.

### FACTS:

1. On 1 October 1982 Major Subordinate Commands assumed Testing/Licensing within the guidelines of 98th Div Cir 600-55. Responsibility for the program is under the supervision of the ACoS, G-4.
2. Major Subordinate Commanders (MSC) are responsible for developing and funding the implementation. Division has funded for the G-4 Evaluators.
3. A Division G-4 Evaluator must be present to evaluate and approve all testing. A special stamp will be utilized by the division evaluator to signify correct procedures were followed.
4. Most MSC's have not planned/scheduled testing for October, November, December 1982 nor the 2d Quarter FY83. This lumps all testing in the 3d/4th Quarter FY83 which may result in Division being unable to support their requirements.
5. Operator training is to be added to all the YTP of all units.
6. MSC's are responsible to report at the end of each Quarter, Testing Statistics to the G-4.
7. 98th Division Circular 600-55 will be updated in January 1983 based on the first three months input from MSC's.

# FACT SHEETS

## IG



FACT SHEET

AFKA-GCD-IG

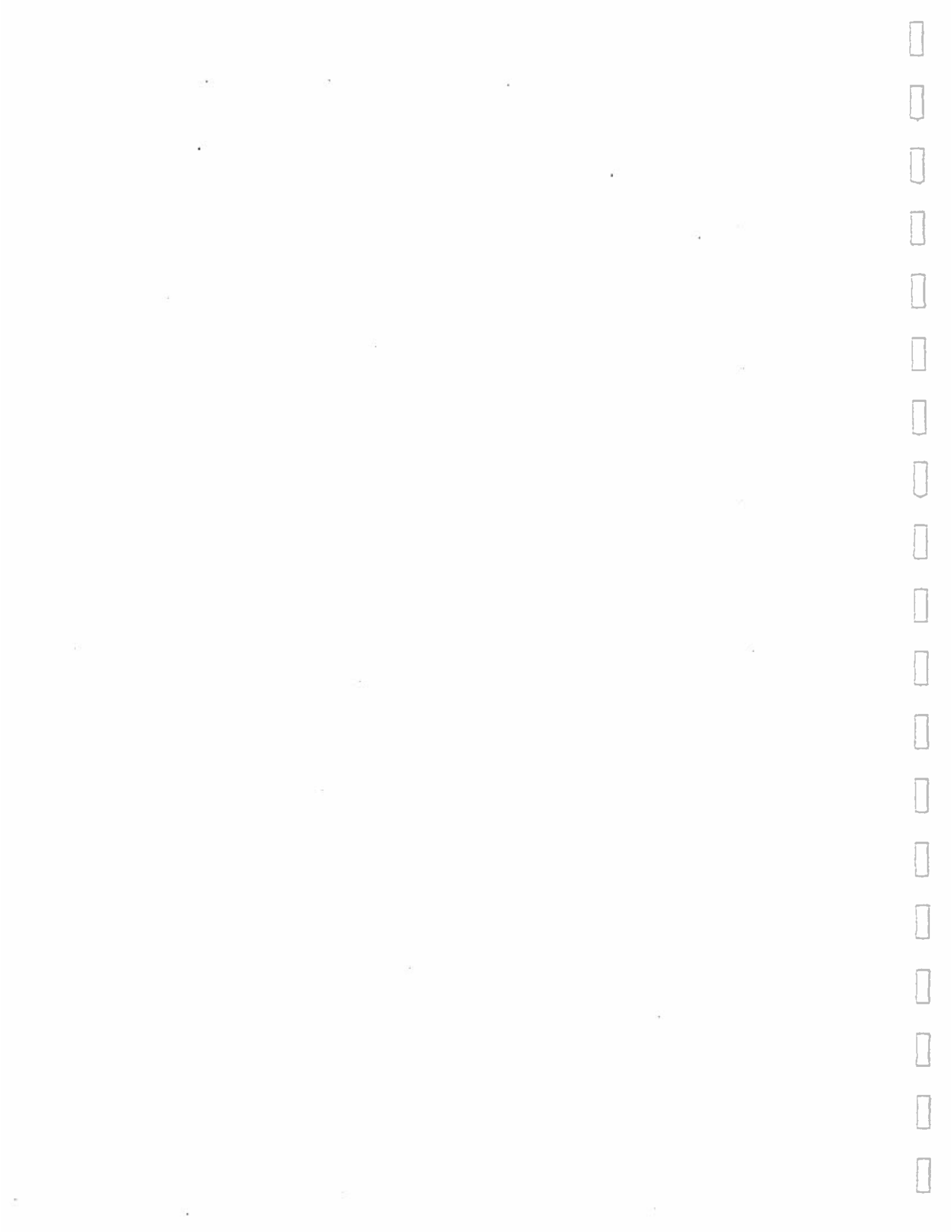
Action Officer: LTC Gannon  
Telephone: 716-338-7400 X263  
Date: 1 October 1982

SUBJECT: Inspector General Activities

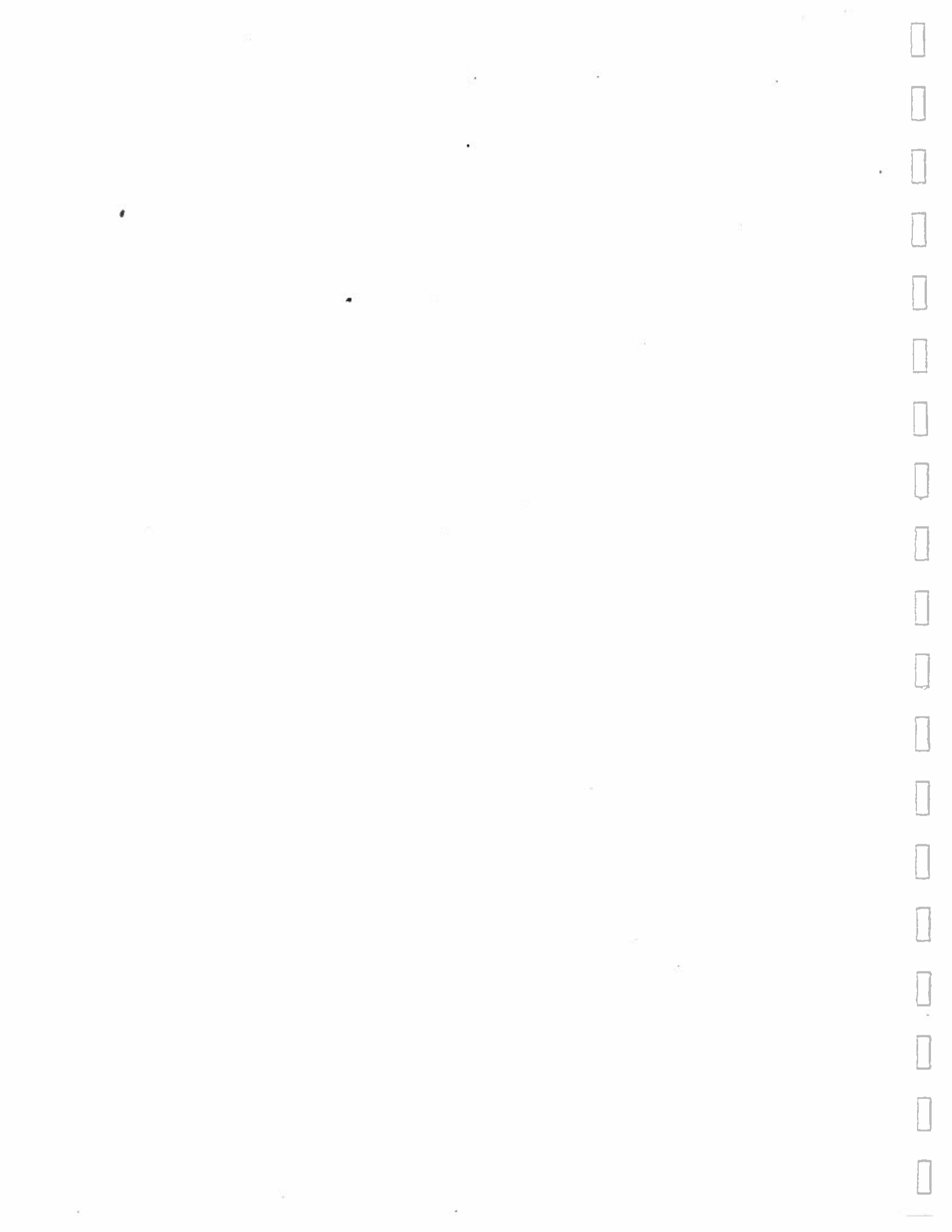
PURPOSE: Provide Major Subordinate Commands Information Concerning the General Inspection and Other Inspector General Data

FACTS:

1. Current General Inspection Cycle spans 18 months (1 Oct 82 to 31 Mar 84).
2. First US Army IG inspects 65% of 98th Div (Tng) units from 7 Dec 82 to 14 Apr 83.
3. 98th Div (Tng) IG with the assistance of 1209th USAG IG inspects 35% of 98th Div (Tng) units from 16 Oct 82 to 18 Mar 83.
4. Previous General Inspection results point out areas for intensive management.
5. First US Army Pamphlet 20-1, Unit Commanders Guide, dated October 1982 contains areas of emphasis.
6. 98th Div (Tng) Pamphlet 20-1 dated 20 August 1982 contains information for units undergoing General Inspections.
7. Inspection Report of corrective action from Major Subordinate Commands will be forwarded to First US Army through 98th Div (Tng).
8. Other Inspection Reports of corrective action will be forwarded to 98th Div (Tng). First US Army will be provided an information copy.



**FACT SHEETS**  
**SJA**





## FACT SHEET

AFKA-GCD-JA

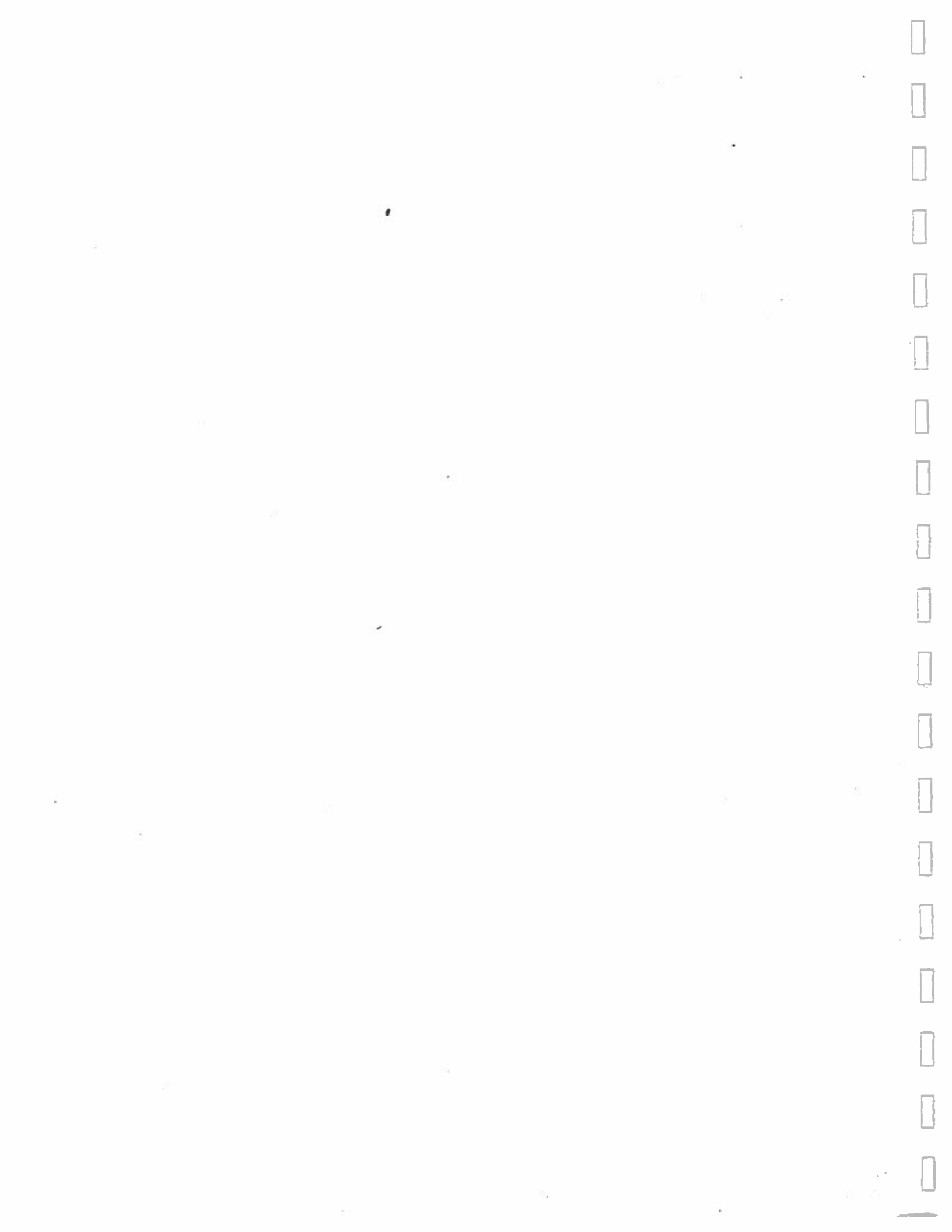
Action Officer: MAJ Labowitz  
Telephone: 716-338-7500 X262  
Date: 1 Oct 82

SUBJECT: Pre-Mobilization Legal Counseling

PURPOSE: Provide Information to Commanders about pre-mobilization legal counseling

### FACTS:

1. The requirement to provide pre-mobilization legal counseling has been established by AR 135-300, supplemented by FORSCOM and First Army letters.
2. Goals: First Army objective is 100% of all units and 85% of assigned strength annually.
3. All 98th Div. units and upstate 77th Arcom units are counseled by JAGC officers of the 1209th USAG (Eastern Region), 98th Div. SJA (Central Region) and 402d CA Co. (Western Region). This counseling must be given by a commissioned JAGC officer.
4. The program consists of a three hour session covering the following subjects:
  - a. Wills
  - b. Powers of Attorney
  - c. Personal Planning
  - d. Soldiers and Sailors Civil Relief Act
5. Scheduling must be requested by the unit commander in writing to the 98th Div. SJA for assignment of personnel and in sufficient time to allow for conflicts of schedules. Upon completion of the counseling, a report as to date given, assigned strength and number of attendees must be sent to the 98th Div. SJA. The request and the report must list all units in attendance and their individual strength. Attendance is mandatory for all personnel.



# **FACT SHEETS**

## **RM/FE**



FACT SHEET

AFKA-GCD-RM

Action Officer: MAJ Stewart  
Telephone: 716-338-7400 X248  
Date: 12 October 1982

SUBJECT: OMAR Costs (In thousands of Dollars)

PURPOSE: Information

FACTS:

<u>Program</u>	<u>FY 81 Actual</u>	<u>FY 82 Actual</u>	<u>FY 83 Target</u>
Civ Pay	4,905.0	5,243.4	5,889.8
Retention	10.3	16.5	20.6
Operations	2,443.5	4,392.6 <sup>1</sup>	3,314.8
TOTAL	7,358.8	9,652.5	9,225.2

<sup>1</sup>Includes 1,000.0 supplemental Year-End increase.

FACT SHEET

AFKA-GCD-RM

Action Officer: MAJ Stewart  
Telephone: 716-338-7400 X248  
Date: 12 October 1982

SUBJECT: Use of Approved Additional Year-End Funding 1,000.0 (In Thousands of Dollars)

PURPOSE: Information

FACTS:

CTA Items Critical Sustaining Base Units	37.8
Panels - Security Caging	56.0
Shelving - Pallet Stackers	149.3
CTA C-C+ 15	118.5
CTA EF	11.4
Canvas for Training	137.4
Camouflage Modules	489.6
TOTAL	1,000.0

FACT SHEET

AFKA-GCD-RM

Action Officer: Maj Stewart  
Telephone: 716-338-7400 X248  
Date: 12 October 1982

SUBJECT: ANNUAL TRAINING COSTS (In Thousands of Dollars)

PURPOSE: Information

FACTS:

FY 79	FY 80	FY 81	FY 82	FY 83 (Target)
3,089.6	3,496.7	4,542.7	5,277.9	4,954.2

Unfinanced Requirement: 1,052.0

FACT SHEET

AFKA-GCD-RM

Action Officer: MAJ Stewart  
Telephone: 716-338-7400 X248  
Date: 12 October 1982

SUBJECT: SCHOOLS (In thousands of Dollars)

PURPOSE: Information

FACTS:

FY 79	FY 80	FY 81	FY 82	FY 83 (Target)
92.7	353.5	523.5	445.6	450.9

Unfinanced Requirements

1,018



FACT SHEET

AFKA-GCD-RM

Action Officer: MAJ Stewart  
Telephone: 716-338-7400 X248  
Date: 12 October 1982

SUBJECT: Special Training Actual Expense (In thousands of Dollars)

PURPOSE: Information.

FACTS:

FY 79	FY 80	FY 81	FY 82	FY 83 (Target)
564.0	487.1	814.8	814.0	789.1

# FACT SHEET

AFKA-GCD-RM

Action Officer: MAJ Stewart  
Telephone: 716-338-7400 X248  
Date: 12 October 1982

SUBJECT: FY 83 RPA Breakout

PURPOSE: Information

FACTS:

Unit	TY 83 Total	TY 83 PC	Go Between	CAPSTONE	SQT Mgt	POMEX	Driver Test	12 B, 62C Course
1st Bde	64.2	13.0			3.0			17.0
2nd Bde	38.4	7.8			2.2			
3rd Bde	33.2	6.6			1.7			
4th Bde	34.8	10.2			2.5			
HHC	12.3	2.9						
Tng Cmd	18.8	4.0			.5			
1209th USAG	103.1	21.7		14.0	6.8	14.7		
359th Sig Gp	102.7	15.8	11.0	14.6	5.5			
1151st USAR Sch	10.0							
1157th USAR Sch	8.0							
1159th USAR Sch	10.0							
Staff	169.5						14.7	
Total	605.0	92.0	11.0	28.6	22.2	14.7	14.7	17.0
Comp Events	27.6							
Retention	52.2							
Hold	104.3							

789.1

## Division Initiative

ESMA	2.8	SQT WORKSHOP	5.6
R&A	2.1	USR	6.8
MAINTRAIN	2.1	MOB WORKSHOP	26.6
DS OF YR	1.4	ROTC	11.5
WET SITE	20.1	PHYS EXAM	8.9
		MOBEX	16.4

FACT SHEET

AFKA-GCD-FE

Action Officer: WO Middleton  
Telephone: 716-338-7400/269  
Date: 13 October 1982

SUBJECT: Energy Conservation

PURPOSE: To provide commanders with status of Facilities energy/fuel consumption within the command.

FACTS:

1. Facility Energy Consumption within the Command For FY82 thru August is as follows:

ELECTRICITY: 2.5%+ over FY82 projection; total consumption to date is 0.9%+ less than FY81 thru August.

FUEL OIL: 5.9%+ over FY82 projection; total consumption to date is 15.5%+ more than FY81 thru August.

NATURAL GAS: 12.7%+ over FY82 projections; total consumption to date is 24%+ more than FY81 thru August.

LPG: 5.4%+ less than FY82 projection; total consumption to date is 324%+ more than FY81 thru August. (656CCF used FY'81, 2126 CCF used FY'82)

2. There are 30 USAR Centers within the Command that have energy/fuel consumption reportable to the support installation, Ft. Drum. Remaining centers are leased facilities which have utilities costs included in their annual lease fee. Of the 30 reportable centers, 4 centers are within projected guidelines for FY 82 to date, 23 are exceeding projections and 5 centers will have new Baselines established due to expanded areas, recent acquisitions of new/different USARCs or, as in the case of Horseheads, conversion from Fuel Oil to Coal as a main source of heating fuel.

3. IAW Presidential Directives & DOD/DA Requirements, projections for FY83 will take into account another 5% reduction from Baseline figures established for all USARCs.

4. Since we may be faced with another colder than usual winter season center commanders must pay particular attention to energy conservation measures in order to meet goals established as well as provide a reasonably comfortable atmosphere in which to accomplish your mission.

5. Energy Consumption for FY83 will be monitored as in the past with Command emphasis placed upon maintaining goals established for the Division.

FACT SHEET

AFKA-GCD-FE

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Telephone: 716-338-7400/269  
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3. IAW Presidential Directives & DOD/DA Requirements, projections for FY83 will take into account another 5% reduction from Baseline figures established for all USARCs.

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5. Energy Consumption for FY83 will be monitored as in the past with Command emphasis placed upon maintaining goals established for the Division.

FACT SHEET

AFKA-GCD-FE

Action Officer: MAJ Williams  
Telephone: 716-338-7400/270  
Date: 12 October 1982

SUBJECT: Indoor Rifle Ranges

PURPOSE: To update the command on status of indoor rifle ranges in the 98th Division and on the program's for their upgrade to a "safe" standard.

FACTS:

1. TRADOC developed a comprehensive safety specification and checklist for indoor rifle ranges in our USARC's. An FE survey of our 13-ranges per this standard was completed in April 1982.

Attached is the results of this survey, their certification, limitations, and current status.

3. Two center ranges are considered "unsafe" and are closed for safety reasons: Watertown and Penn Yan.

4. The Liverpool Range was permanently diverted to other use.

5. Projects for alteration and upgrade at Mattydale, Schenectady, Watertown, and Tonawanda are to be let for contract in April 1983, with completion anticipated by December, 1983.

6. Projects for alteration and upgrade of Penn Yan and Corning anticipated for completion in FY83.

STATUS OF RANGE SUMMARY

<u>LOCATION</u>	<u>CERTIFIED AS</u>	<u>AMMUNITION CALIBER LIMITATION</u>	<u>PRESENT USE</u>
Amherst (Buffalo)	Safe	22	Open
Canandaigua	Safe	22, 38, & 45	Open
Canton	Safe	22, 38, & 45	Open
Corning	Limited	22, 38, & 45	Open
Liverpool	Limited	22	Closed
Mattydale	Limited	22	Open
Penn Yan	<u>Unsafe</u>	22, 38, & 45	Closed
Rochester	Safe	22, 38, & 45	Open
Schenectady	Limited	22	Closed
Tonawanda	Limited	22	Open
Utica	Safe	22, 38, & 45	Open
Watertown	<u>Unsafe</u>	22	Closed
Wayland	Safe	22, 38, & 45	Open

Temporary diversion of the Schenectady & Watertown ranges for storage of CDE & CWE equipment will be rectified with delivery of Security caging to convert drill hall space to storage areas and use of WET site warehousing in Schenectady and Binghamton.

FACT SHEET

AFKA-GCD-FE

Action Officer: LTC Panczyszyn  
Telephone: 716-338-7400/270  
Date: 12 October 1982

SUBJECT: MAJOR MILITARY CONSTRUCTION (MCAR)

PURPOSE: To update projects programmed in current 5-year construction program and to review 98th Division Priority List for long range MCAR projects.

FACTS:

1. Attached is the current 98th Division MCAR 5 year program and long range priorities. Priorities #1 thru #6 are recommended by OCAR for implementation by FY88. All priorities following #6 are subject to modification with minimal impact on planned construction program.
2. During the last year, priorities for MCAR in Glens Falls and Jamestown have been upgraded and priorities for Norwich and Olean have been lowered.
3. OCAR continues to emphasize that construction/renovation of 100 man centers or larger will receive more attention and priority than 60 man centers. Based on this criteria, it will be difficult to maintain the Division's priority on replacement of the Norwich leasehold with new construction.
4. FE, 98th Division, continues striving to improve current leasehold Facilities for USARC's.
  - a. Relocation of Norwich nears completion.
  - b. Relocation of East Palmyra inprocess (June 84).
  - c. Relocation of Jamestown on hold.
  - d. Relocation of Horseheads on hold.

MCAR PROGRAM

<u>DIVISION PRIORITY</u>	<u>PROJECT</u>	<u>FUSA PRIORITY</u>
1. Ft. Drum	Const ECS/AMSA FY 84	15
2. W. Webster	Purchase school for 800 MC FY 84	26
3. W. Webster	Expand & Renovate for 800 MC & AMSA FY 84	26
4. Glens Falls	Renovate for 150 MC FY 85	38
5. Jamestown	Const Joint ? FY 87	53
6. Elmira/Waverly	Const 600 MC & AMSA FY 87	55
7. Oswego	Exp 25-150 MC	56
8. Binghamton	Const 600 MC (Navy)	106
9. Norwich	Const 60 MC	114
10. E. Palmyra	Const 100 MC	126
11. Olean	Exp 25-100 MC (Joint Const-NYS NG)	134
12. Tonawanda	Exp 300-600 MC	139
13. Liverpool	Renovate 400 MC	156
14. Mattydale	Const Joint ASF/AMSA	162
15. Watertown	Renovate 300 MG	169
16. Niagara Falls	Exp 800-1200 MC	174
17. Ithaca	Exp 60-150 MC	180
18. Plattsburgh	Exp 60-100 MC	183
19. Ogdensburgh	Exp 60-100 MC	187
20. Wellsville	Const 60 MC	195
21. Schenectady	Renovate	213
22. Batavia	Exp 60-100 MC	_____
23. Elizabethtown	Exp 25-100 MC	_____
24. Mattydale	Exp 600-800 MC	_____



# NOTES





